

COMMISSION MEETING AGENDA

April 21, 1988

10:00 a.m.

Hyatt Regency

Golden State Room

1121 L Street

Sacramento, CA 95814

(916) 443-1234

CALL TO ORDER

FLAG SALUTE

ROLL CALL OF COMMISSION MEMBERS

INTRODUCTIONS

APPROVAL OF MINUTES

- A. Approval of the minutes of the January 21, 1988 regular Commission meeting at the Radisson Hotel in San Diego.

CONSENT CALENDAR

B.1 Receiving Course Certification Report

Since the January meeting, there have been 15 new certifications, one de-certification, and 46 modifications. In approving the Consent Calendar, your Honorable Commission takes official note of the report.

B.2 Receiving Financial Report - Third Quarter FY 1987/88

The third quarter financial report will be provided at the meeting for information purposes. In approving the Consent Calendar, your Honorable Commission receives the report.

B.3 Receiving Information on New Entry Into Regular POST (Reimbursement) Program

The Cerritos Community College District has met the Commission's requirements and has been accepted into the POST Reimbursement Program. In approving the Consent Calendar, your Honorable Commission receives the report.

PUBLIC HEARING

C. Receiving Testimony on the Proposal to Amend POST Regulations Regarding Time Limits and Processes for Obtaining the POST Basic Certificate

At its January 1988 meeting, the Commission received a report and approved a public hearing to consider amending POST Regulations regarding time limits and processes for obtaining the POST Basic Certificate. This was brought about because of additions to Penal Code Section 832.4, which became effective January 1, 1988. These changes require that every peace officer listed in subdivision (a) of Penal Code 830.1 [except a sheriff, elected constable or elected marshal] employed after that date shall obtain the basic certificate upon completion of probation, but not later than 24 months after hire, in order to continue to exercise peace officer powers. Subdivision (a) of PC 830.1 includes an undersheriff, deputy sheriff, city police officer, district police officer, deputy marshal, deputy constable and district attorney investigator.

Commission Regulation 1010 must be amended to accommodate this amended law. POST regulations currently provide that participating agencies shall be ineligible for continued participation in the POST program if they employ officers who have not acquired the basic certificate within 6 months of completion of 12 months satisfactory service. Proposed amendments will require that officers employed by these agencies after January 1, 1988 must obtain the basic certificate within 24 months generally, or in the case of agencies with a 24 month probationary period, no later than 27 months after the officer's employment.

Commission Procedure F-1-5(a) now provides that an applicant for award of a basic certificate must have completed a 12 month period of satisfactory service. This procedure should be amended to provide that an applicant must have satisfactorily completed the department's probationary period of at least 12 months and acquire the certificate within 24 months from the date of employment, or within 27 months if the probationary period is 24 months.

Proposed revised regulations and procedures to implement the above described changes are included in the report under this tab. Changes in Regulation 1010 require a public hearing. Procedure F (Certificates) changes have not previously been subject to formal public hearing processes. However, it is now proposed that Procedure F-1 and F-2 (both amended as proposed) be adopted formally and incorporated by reference in accordance with public hearing/administrative law processes. This is now deemed necessary to assure full conformance with requirements of law.

As a part of this process, it is also proposed that Procedure F be modified to state timeframes for processing requests for basic certificates. This is deemed necessary to comply with provisions of the Permit Reform Act.

This spot on the agenda is set for holding the public hearing which has been noticed as required. Subject to input received at the public hearing, if the Commission concurs, the appropriate action would be a MOTION to adopt the changes as proposed.

APPEALS

D. Request to Allow Completion of Command College as Meeting the Training Requirements for the Executive Certificate

Award of the Executive Certificate requires satisfaction of several criteria including completion of the Executive Development Course. Commission regulations do not allow for recognition of alternative training courses.

Chief Harold Barker, Folsom Police Department, is a graduate of the POST Command College. He requests that Commission regulations be revised to allow completion of the Command College to satisfy the training requirement for the Executive Certificate. It is anticipated that Chief Barker will be present at the meeting to address the Commission.

The Command College is a longer, more intensive, and quite different course from the Executive Development Course. Graduation from the Command College is a unique accomplishment which stands by itself. The Command College is currently unattached to any certificate program.

If Command College graduation were added as meeting Executive Certificate requirements, it might be inferred that the Executive Development Course is downgraded in importance. The Executive Certificate would then be awarded on two different non-equivalent bases. The meaning of the certificate would be subtly changed. Also, the precedent could generate requests for other waivers for attendance in the Executive Development Course.

If the Commission would want to consider changes in the program as requested, a public hearing would be required. However, the recommendation is to maintain the present program which has proven successful.

COMPLIANCE AND CERTIFICATE

E. Scheduling a Public Hearing to Amend Regulations and Procedures Regarding the Selection and Training of Public Safety Dispatchers

Effective January 1, 1988, the Commission, by virtue of changes in Penal Code Section 13510, was required to establish selection and training standards for public safety dispatchers. Also as a result of this amendment, local agencies are to be reimbursed for selected training costs of certain dispatchers if the governing body has agreed, by ordinance or resolution, to meet the selection and training standards established by the Commission. As with other programs, it is proposed that the Commission allow state or local agencies not eligible for reimbursement to participate in a public safety dispatcher program by voluntarily committing to and adhering to the same standards.

As a result of a field survey and consultation with subject matter experts, the initial selection and training standards are proposed to consist of the following:

1. Selection Standards (To be completed prior to employment)
 - o Medical examination
 - o Completion of an appropriate background investigation
 - o Evaluation of appropriate communication skills
2. Training Standards (To be completed within 12 months of employment)
 - o Completion of an 80-hour POST certified Basic Complaint/Dispatcher Course
3. Probationary Period
 - o Satisfactory completion of probationary period of at least 12 months

The proposed standards are more completely described in the report under this tab. As a matter of law (PC 13523) only full-time employees are eligible for reimbursement. By proposed definition, all full or part-time employees of participating agencies whose normal duties include performance of complaint/dispatcher responsibilities would be subject to the standards.

As approved by the Commission, a job task analysis and appropriate related research will be initiated in the 1988/89 budget year to more completely address standards for public safety dispatchers. This research may lead to future proposals for additional or more definitive standards. The personnel and other resources to accomplish this work are included in the proposed budget for next fiscal year. The Long Range Planning Committee has reviewed this issue and recommends proceeding with the proposed public hearing.

If the Commission concurs, the appropriate MOTION would be to approve a public hearing for the July 21, 1988 Commission meeting to consider the enactment of regulations related to the selection and training of certain public safety dispatchers.

STANDARDS AND EVALUATION

F. Report and Recommendation on Reading/Writing Tests

At the January 1988 Commission meeting, the Commission approved the Long Range Planning Committee's recommendation and increased the recommended cutoff score range on the POST reading and writing test. The Commission also directed staff to reexamine the feasibility of mandating a minimum score on the POST test and requiring that all participating agencies use the test.

Preliminary analysis of several options are outlined in the report under this tab, including:

- o Mandate use of the POST test with a minimum cutoff score. This would provide assurance of a minimum standard to be met by all peace officers. However, there is concern that overall scores could even come down, because a statewide minimum score would be set which would otherwise often be exceeded. This alternative would greatly increase the costs to POST if the POST test continues to be offered free of charge.

Implementation of this approach could be expected to meet with strong resistance on grounds of: (1) infringement on "home rule"; (2) adverse effect on local affirmative action programs; and (3) disruption of local recruitment/testing programs through loss of discretion to use and score local tests that frequently entail continuous testing and immediate scoring. Changes in delivery and scoring of the POST test to make it more acceptable would further increase POST costs.

- o Mandate a minimum score on the POST test as the standard, but allow continued use of alternative job-related tests that achieve comparable results. This approach would set the minimum standard, however, costs and potential resistance difficulties would remain. The process to establish the comparability of results between the POST test and alternative tests will require comparative testing. This would have the effect of POST mandating a cutoff score for locally administered test instruments and could lead to disputes over methodologies.
- o Continue the present approach to encourage but not require the use of the POST test. The current voluntary approach is showing results. It is less costly than other approaches, and is acceptable to local employers. Those agencies using the POST test are setting cutoff scores within the minimum recommended range. As the Commission is aware, the effect of the new higher cutoff range has not been in use long enough to permit it to be evaluated. Also, POST is field testing a new writing test which will provide evaluation of actual writing, whereas the present test assesses writing abilities via responses to multiple-choice questions.

As Commissioners are aware, issues surrounding this problem are complex and controversial. On the one hand, setting a definite reading and writing cutoff score has appeal. On the other hand, such a standard before hire would be very controversial, expensive and may not improve actual performance as indicated in the report.

After considering the reading and writing test options, the Long Range Planning Committee suggested an alternative approach. The consensus of the Committee was that a POST-mandated graduation standard for the basic course would entail fewer drawbacks and could be as effective as a POST-

mandated reading and writing test/minimum cutoff score. Such a standard would consist of a Commission-mandated minimum passing score on a POST-developed test of student achievement. The Committee also recommended that the Commission more actively encourage voluntary use of the POST reading/writing test battery, proceed with validating the new writing test, and track the effect of the recently increased minimum scoring range.

If the Commission concurs, the appropriate action would be a MOTION to accept the Committee's recommendations, including POST announcing its intention to pursue the development of an academy graduation standard and seek input regarding the proposed standard.

G. Report on the Proposal for Voluntary Program for POST Recognition of Physically Fit Peace Officers

At the January 21, 1988 Commission meeting, staff was directed to research alternatives for the development and implementation of a POST-sponsored program to identify and formally recognize officers who maintain exemplary levels of physical fitness.

Three optional models for developing and administering such a program are described in the report under this tab. All three models are based on the following assumptions:

- o Any program would be entirely voluntary in nature.
- o The purpose of any program would be to formally recognize physically fit officers -- not to discipline officers who may be in poor physical condition.
- o Any program would contain a battery of common adult physical fitness tests (examples include a 1-1/2 Mile Run/Walk, Benchpress, Legpress, Situps, Pushups, Flexibility Tests, Skinfold Body Fat Measurements, and Resting Heart Rate and Blood Pressure).
- o Tests would be scored on the basis of age and sex norms.
- o Local agencies would conduct medical prescreening of participating officers.
- o All test administration and program management activities would be conducted by local agency personnel.
- o Some type of recognition award would be provided by POST or the local agency, e.g., lapel pin, rosette, patch, etc.

The alternative models described would have varying levels of potential POST responsibility for program coordination.

This matter has been reviewed by the Commission's Long Range Planning Committee. The Committee's recommendation is that action by the Commission be deferred pending a survey of local administrators to determine the extent of their interest in a POST developed program.

If the Commission would like to pursue this idea to the next step, the appropriate action would be a MOTION to survey the field and report back.

TRAINING PROGRAM SERVICES

H. Recommendation for Basic Course Modifications (First Aid/CPR, Criminal Law and Hate Crimes)

As part of POST's continuing efforts to routinely update the Basic Course curriculum, the report under this tab recommends curriculum changes relative to First Aid/CPR, Criminal Law, and Hate Crimes. The proposed changes have been carefully developed with the input of subject matter experts who teach in the basic academies.

FIRST AID/CPR

To overcome current deficiencies with the present first aid and cardiopulmonary (CPR) training for peace officers, a course relevant to the specific needs of peace officers and consistent with Emergency Medical Services Authority (EMS) requirements was designed. It is proposed that the two existing performance objectives for this training (one for first aid and one for CPR) be combined into one objective. Besides the EMS-required topics, three additional topics are recommended: (1) AIDS familiarization; (2) use of airway devices in administering CPR; and (3) distinguishing between intoxicated persons and those with medical conditions, e.g., diabetic condition.

The detailed Unit Guide for this training gives emphasis to the topics which are most needed by peace officers. All first aid/CPR techniques identified in the Unit Guide are consistent with those advocated by the American Red Cross and American Heart Association. It is proposed that POST require academies to use currently certified instructors of the American Red Cross or a currently licensed medical practitioner. The proposed curriculum will require a minimum 21 hours of instruction and testing, which is consistent with the hours currently allocated.

CRIMINAL LAW

Proposed curricula changes relative to Criminal Law involve: (1) the addition of one performance objective on the procedures necessary to conduct a "line-up" identification of suspects; (2) the addition of one performance objective on legalities of admissibility of line-up based identifications, and (3) the deletion of a redundant performance objective.

HATE CRIMES

The following new curricula are proposed to address the issue of hate crimes: (1) one new performance objective on recognizing hate crimes; (2) one on consequences of hate crimes; and (3) one new performance objective on laws regarding hate crimes.

These proposed changes should enable students to understand, identify, investigate and report crimes motivated by racial, ethnic, religious or sexual orientation. These proposals are responsive to recommendations made by the Attorney General's Commission on Racial, Ethnic, Religious and Minority Violence.

If the Commission concurs, the appropriate MOTION would be to approve Basic Course curricula changes related to First Aid/CPR, Criminal Law, and Hate Crimes effective July 1, 1988.

I. Demonstration of PC 832 Interactive Videodisc Program and Recommendation to Authorize the Executive Director to Accept Final Product and Conduct Field Testing

A demonstration of the PC 832 Interactive Videodisc Program is planned. This should be of interest because the technology has great potential as an effective training method for a number of future applications. The demonstration will include excerpts from each of the three course parts (Professional and Legal Aspects, Firearms, Safety Care and Use, and Communications and Arrest Techniques). Methods of instruction and ways in which videodisc technology can be used to train in a variety of subjects, e.g., defensive tactics, firearms, law, crime scenes, etc. will be highlighted. A more detailed description is under the tab.

The demonstration prototype is expected from the vendor in advance of the Commission meeting. Assuming a successful presentation to the Commission, the appropriate MOTION would be to authorize the Executive Director to accept the final product when it is ready and to approve the program for field testing and evaluation.

EXECUTIVE OFFICE

J. Report on POST Video Distribution and Recommendation to Approve a POST Management Fellow

At the January 1988 meeting, the Commission approved certain steps towards a more responsive video disc distribution system and requested a status report at this meeting. The report under the tab summarizes the current status and activities on the one-year pilot project for distributing video training programs and information to law enforcement, establishing a video distribution library or service, selecting a POST Management Fellow and developing a budget change proposal as directed. As described in the report, a next step is proposed to be appointment of a Management Fellow to conduct research in the video library distribution system. The amount of a contract is not expected to exceed \$45,000.

The appropriate action, if the Commission concurs, would be to accept the progress report and authorize the Executive Director to enter into a contract with a local governmental agency for services of a Management Fellow in a amount not to exceed \$45,000. (ROLL CALL VOTE)

K. Proposed Contract to Develop Instructional Methodology for the POST Institute of Criminal Investigation

An 80-hour Criminal Investigation Core Course has been developed with content based upon a job task analysis and other data. All criminal investigators who participate in the Institute of Criminal Investigation Program will be required to complete this course. The course is now ready for development of the instructional methodology, instructor training and related matters.

Experience with the video disc PC 832 course, the Basic Course, the Command College and others has shown that careful investment in content and instructional methodology pays long lasting dividends in training effectiveness. For the Core Course of the Institute of Criminal Investigation, such investment is especially warranted.

The Finance Committee concurs in the recommendation that POST contract with a yet-to-be-named governmental agency or established training institution to provide research services including instructor identification and training, presentation plan development, production of instructor/student guides and test questions. These contractual services will involve all necessary planning and development for the presentation of two pilot presentations. It will not include the actual pilot presentation costs which can be accommodated by regular course tuition. Sufficient instructors will be trained for two core course presenters - one north and one south.

A contractor will be selected who has a proven track record in the development of innovative course work. The proposed contract will help complete the development and implementation of the Institute core course. The contract and resulting activities will have some spin-off benefits for the later development of the Master Instructor Course, one of the Commission's instructor quality priorities for the future. The proposed contract will not exceed \$100,000.

If the Commission concurs, the appropriate action would be a MOTION to accept the recommendations of the Finance Committee and approve a proposed contract to develop instructional methodology for the POST Institute of Criminal Investigation in an amount not to exceed \$100,000. (ROLL CALL VOTE)

L. Report on Results of Study - Computer Assisted Management Simulation System

At the July 1986 Commission meeting, staff was directed to explore the use of computer/video technology in such management training subjects as strategic planning and critical decision-making. The Commission subsequently authorized a contract with California State University-Chico, Foundation in the amount of \$100,000. The contractor agreed to develop the concept and specifications for a Computer-Assisted Management Simulation System.

The contractor's work has been completed and is described in the report under this tab. Major conclusions include: (1) applications envisioned by the Commission are not now available; however, (2) technology is available to develop the desired computer-based application; (3) literature suggests that computer based approaches may be the most effective way of addressing instruction in decision-making and planning; and (4) software development costs are high due to extensive programming requirements.

The report also indicates there is great potential for recovery of development costs for this type of program. However, initial investments could be several million dollars. For this reason, it is proposed that program development be deferred pending exploration of outside funding possibilities, including state and federal sources.

If the Commission concurs, the appropriate action would appear to be a MOTION to accept the report and direct staff to explore funding alternatives.

M. Recommendation to Award Contract for Front End Analysis Study of Law Enforcement Driver Training Simulation System

After review and rating of the eleven proposals to conduct a Front End Analysis Study of a Law Enforcement Driver Training Simulator System (LEDTSS), the Finance Committee recommends that the contract be awarded to Hughes Aircraft for a cost to POST of one dollar (\$1.00). This study has a one year time limit. The results will give the Commission the specifications, cost-benefits and acquisition alternatives for a driving simulator. The project proposal is described in the report under this tab.

If the Commission concurs, the appropriate action would be a MOTION to award the contract for a Front End Analysis Study of Law Enforcement Driver Training Simulation System to Hughes Aircraft for the sum of one dollar (\$1.00). (ROLL CALL VOTE)

N. Recommendation for Approval of Substance Abuse Resource Document

As directed by the Commission at its January 1987 meeting, a POST Management Fellow (Lt. Alicia Powers, Long Beach Police Department) was assigned to develop a compendium of exemplary programs focused on reducing substance abuse by law enforcement personnel. The manual has been completed and forwarded to the Commission for review and approval, prior to being distributed to the field.

If the Commission concurs, the appropriate action would be a MOTION to approve the manual and authorize its distribution to law enforcement agencies.

O. Request for POST to Develop, Fund and Implement a State Accreditation Program for California Law Enforcement Agencies

The California Police Chiefs' Association (CPCA) requests that POST become the California authority on accreditation. CPCA, after a review of accreditation, supports the concept of accreditation through standards developed in and for the State of California. To achieve this goal, CPCA believes the appropriate agency for accreditation development, funding, implementation, and compliance is the California Commission on POST.

The issue is more fully addressed in the report under the tab. Anticipating the Commissioners willingness to study this issue, the Chairman has appointed a committee to allow them to schedule time at the Symposium on Standards and Training in the 1990's to be held in San Diego later this month. Accreditation will be among the topics to be presented. The matter is before the Commission for discussion.

P. Request for Services Relating to Peace Officers' Memorial

The Department of General Services is requesting that the Commission agree to provide on-going updating (adding names) and bookkeeping services for the Peace Officers' Memorial now being constructed with funds donated from private sources. Day-to-day maintenance will be the sole responsibility of General Services. The proposed agreement will specifically prohibit the expenditure of POST funds for Memorial purposes.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to enter into an agreement with the Department of General Services for updating and bookkeeping services for the Peace Officers' Memorial, with the understanding that no POST out of pocket funds are to be expended for this purpose.

Q. Recommendation on a Proposed Letter in Response to the Recently Completed SCR 53 Study Relating to Penalty Assessment Fund

As Commissioners are aware, SCR 53 required that the Legislative Analyst conduct a study of the Penalty Assessment Fund. The major conclusion is that all Penalty Assessment Fund revenues be transferred to the General Fund. The study recommends legislation to bring this about. If accomplished, it would result in a loss of special fund status for the Commission. A copy of the Legislative Analyst's report was previously mailed to Commissioners. The Finance Committee recommends the adoption of a position of disagreement and forwarding of a letter such as is included under this tab.

If the Commission concurs, the appropriate action would be a MOTION to authorize a letter to the Legislative Budget Committee expressing Commission's disagreement with the recommendations made in the report by the Office of the Legislative Analyst.

R. Review of Possible Increase in Salary Reimbursement Rate for FY 1987/88

The Commission approved a salary reimbursement increase from 30% for the Basic Course and 40% for other courses to 35% for Basic Course and 50% for other eligible courses at the January Commission meeting. Although third quarter data were not available at the time of the Finance Committee meeting earlier this month, expenditure and revenue experience as of preparation of this agenda suggests that consideration may be given to increasing the reimbursement rates retroactive to the beginning of this fiscal year. A report on this possibility will be made at the meeting.

COMMITTEE REPORTS

S. Finance Committee

At the January meeting, the Commission authorized negotiation of a number of contracts for training and other services. These contracts were reviewed and approved by the Finance Committee at its April 5, 1988 meeting via telephone conference call. Commissioner Vernon, Chairman of the Finance Committee, will report on the Committee's recommended approval of the following contracts and contract amendments for FY 1988/89:

1. Management Course Contracts

<u>Presenters</u>	<u>Presentations</u>	
CSU - Humboldt	4	\$ 60,760
CSU - Long Beach	5	73,235
CSU - Northridge	3	39,246
CSU - San Jose	4	51,660
San Diego Regional Trng.Ctr.	5	76,415
TOTAL	22	\$ 301,316

(The 1987/88 amount is \$290,471.)

2. A contract with California State Polytechnic University, Pomona, for five presentations of the Executive Development Course. \$ 71,260
(The 1987/88 amount is \$73,305.)

3. A contract with the San Diego Regional Training Center for Executive Leadership Training. \$ 321,589
The San Diego Regional Training Center serves as chief contractor for a variety of training activities of the Commission conducted by the Center for Executive Development.
(The 1987/88 amount is \$334,760.)

4. An Interagency Agreement with the Department of Justice Training Center to provide training in their areas of expertise is recommended. They will be training 4,933 students in 27 separate courses. \$ 735,040
(The 1987/88 amount is \$733,899.)
5. A contract with Cooperative Personnel Services to administer the Basic Course Proficiency Examination. \$ 29,142
(The 1987/88 amount is \$29,142.)
6. Contracts with Cooperative Personnel Services and the State Personnel Board to administer and score the POST entry-level reading and writing test. \$ 131,000
(Contract amounts for 1987/88 total \$155,091.)
7. An Interagency Agreement with the State Controller to provide field auditing services for FY 1988/89. \$ 85,000
(The 1987/88 amount is \$85,000.)
8. A computer services contract with Third Party Maintenance Company for maintenance of the the Four Phase computer equipment is recommended. \$ 19,000
(The 1987/88 amount is \$17,148.)
9. A contract with the State's Teale Data Center allowing POST staff to utilize the Center's mainframe computer capabilities to perform complex data analyses that cannot be accomplished on the Four-Phase Systems equipment. \$ 89,000
(The 1987/88 amount is \$89,000.)
10. CALSTARS Contract provides computer linkage with the Health and Welfare Data Center for necessary budget services. \$ 25,000
(The 1987/88 amount is \$25,000.)

If the Commission concurs, the appropriate action would be a MOTION to adopt the recommendation of the Finance Committee, approve the contracts for FY 1988/89 as recommended, and authorize the Executive Director to sign them on behalf of the Commission. (ROLL CALL VOTE)

T. Long-Range Planning Committee

Chairman Wasserman, who also chairs the Long-Range Planning Committee, will report on results of the Committee meeting held March 23, 1988 in Ontario.

U. Capital Improvements Committee

Chairman Wasserman, or his designee, will report on results of the Committee meeting held April 4, 1988 in Burbank.

V. Legislative Review Committee

Commissioner Block, Chairman of the Commission's Legislative Review Committee, will report on the Committee meeting held April 21, 1988 in Sacramento.

W. Advisory Committee

Bill Shinn, Chairman of the POST Advisory Committee, will report on the Committee meeting of April 20, 1988 held in Sacramento.

OLD/NEW BUSINESS

X. Appointment of Advisory Committee Members

Five organizations represented on the POST Advisory Committee have submitted the name of their nominee to fill a three year term of office beginning in September 1988. The organizations include:

California Association of Administration of Justice Educators

California Association of Police Training Officers

California Peace Officers' Association

Peace Officers' Research Association of California

Women Peace Officers' Association

If the Commission concurs, the appropriate action would be a MOTION to appoint the nominees of the five associations to the POST Advisory Committee, to serve terms of office beginning September 1988 and continuing to September 1991.

Y. Report of the Nominating Committee

Commissioner Grande, Chairman of the Nominating Committee, will report on the results of the Committee's recommendations for nominations for Commission Chairman and Vice-Chairman.

DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

July 21, 1988 - Holiday Inn Embarcadero - San Diego

October 20, 1988 - Hyatt Regency - Sacramento

January 19, 1989 - Bahia Hotel - San Diego

April 20, 1989 - Hilton Inn - Sacramento

RECESS TO EXECUTIVE SESSION

San Francisco Patrol Special Officers Versus POST

The Commission may adjourn to executive session which, in accordance with Section 1126(q) of the Government Code, will be closed to the public. The purpose of the executive session is to discuss a legal action which has been filed by the San Francisco Patrol Special Police Officers Association.

RETURN FROM RECESS

ADJOURNMENT

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

COMMISSION MEETING MINUTES

January 21, 1988

Radisson Hotel

San Diego, California

The meeting was called to order at 10:00 a.m. by Chairman Wasserman.

Commissioner Pantaleoni led the flag salute.

ROLL CALL OF COMMISSION MEMBERS

A calling of the roll indicated a quorum was present.

Commissioners Present:

Robert Wasserman, Chairman
Alex Pantaleoni, Vice Chairman
Sherman Block
Carm Grande
Cecil Hicks
Edward Maghakian
Raquel Montenegro
Leslie Sourisseau
Floyd Tidwell
Robert L. Vernon
B. Gale Wilson
John K. Van de Kamp, Attorney General

Commissioners Absent:

B. Gale Wilson

POST Advisory Committee Members Present:

Bill Shinn, Chairman, POST Advisory Committee
Don Forkus, Brea Police Department
Carolyn Owens
J. Winston Silva
Gary L. Wiley

Staff Present:

Norman C. Boehm	- Executive Director
Glen Fine	- Deputy Executive Director
John Berner	- Bureau Chief, Standards and Evaluation
Tom Liddicoat	- Budget Officer, Administrative Services
Lou Madeira	- Senior Consultant, Training Delivery
Ted Morton	- Bureau Chief, Center for Executive Development
Harold Snow	- Bureau Chief, Training Program Services
Darrell Stewart	- Bureau Chief, Compliance & Certificate Services
George Williams	- Bureau Chief, Information Services
Vera Roff	- Executive Secretary

VISITOR'S ROSTER

Michael J. De St. Germain, San Bernardino County Sheriff's Department
Terry Groat, Sunnyvale Department of Public Safety
Nancy Jackson, San Jose Communications
Darrell Roberts, Riverside Marshal's Office
Joan Schmidt, San Diego Marshal's Office
Darsi L. Schmidt, San Bernardino County Sheriff's Department
Andrew Varela, Orange County Marshal's Office

A. Approval of Minutes of November 5, 1987 Commission Meeting

The minutes of the November 5, 1987 Commission meeting held at the Concord Hilton in Concord were corrected to reflect that Commissioner Block was not present.

MOTION - Vernon, second - Pantaleoni, carried unanimously to approve the corrected minutes of the November 5, 1987 regular Commission meeting.

B. Approval of Consent Calendar

MOTION - Maghakian, second - Montenegro carried unanimously to approve the following Consent Calendar.

B.1. Receiving Course Certification Report

Since the November meeting, there have been 21 new certifications, 2 decertifications, and 26 modifications.

B.2. Receiving Financial Report - Second Quarter FY 1987/88

This report provided financial information relative to the local assistance budget through December 31, 1987. The report was presented and accepted and is on file at POST headquarters.

B.3. Confirming Policy Statements for Inclusion in Commission Policy Manual

Consistent with Commission instructions, statements of policy made at a Commission meeting are to be submitted for affirmation by the Commission at the next meeting. In approving the Consent Calendar, the Commission affirmed the following policy statements for inclusion in the Commission Manual:

1. Reimbursement for Training of Dispatchers

POST shall continue to reimburse law enforcement agencies for dispatcher training until implementation of regulations

regarding the selection and training of dispatchers. After Commission approval of the regulations, law enforcement agencies must submit resolutions of intent to abide by the regulations as a condition for reimbursement eligibility.

2. Command College Graduate Awards

Outside entities that wish to present awards to outstanding Command College graduates should make arrangements for such with individual agencies. Awards of this type shall not be made at Command College graduations.

3. Advisory Committee Member Nominations

Associations or agencies may nominate one individual for appointment to the Advisory Committee. The Commission may reject a nominee, or review and modify this policy at anytime.

B.4. Setting Command College Tuition for Non-Reimbursable Agencies

At the January 1987 meeting, the Commission adopted a Command College tuition for all eligible non-reimbursable agencies of \$3,250. Staff was instructed to report annually on the tuition. This item recommended an increase in the Command College tuition, due to increased costs, to \$3,512 for the two year program. In approving the Command College tuition, the Commission received the report and set the new tuition rate effective with Class 10, commencing June 13, 1988.

B.5. Receiving Information on New Entry Into POST Specialized Program

The Riverside County Department of Public Social Services has met the requirements and has been accepted into the Specialized Law Enforcement Program.

B.6. Receiving Information on New Entries Into POST Regular (Reimbursement) Program

The San Diego Community College District Police, Los Angeles Community College District, West Sacramento Police Department and San Jose Community College District have met the requirements and have been accepted into the POST Regular Program.

B.7. Approving Resolution Commending POST Management Fellow Alicia Powers

A resolution was adopted commending Lieutenant Alicia Powers of the Long Beach Police Department for her service as a POST Management Fellow. Lieutenant Powers successfully developed a Substance Abuse Resource Document for law enforcement.

PRESENTATIONS

Chairman Wasserman presented the resolution to Lieutenant Alicia Powers.

CERTIFICATE AND COMPLIANCE

C. Scheduling a Public Hearing to Establish Selection and Training Standards for Public Safety Dispatchers

The Commission is, by virtue of changes in Penal Code Section 13510, (which became effective January 1, 1988) required to establish selection and training standards for public safety dispatchers.

As a result of a field survey and consultation with subject matter experts, initial selection and training standards were proposed to consist of the following:

Selection Standards (To be completed prior to employment)

- o Medical examination
- o Completion of an appropriate background investigation
- o Demonstration of appropriate communication skills

Training Standards (To be completed within 12 months of employment)

- o Completion of 80 hour POST certified Basic Complaint/Dispatcher Course

Probationary Period

- o Satisfactory completion of probationary period of at least 12 months

The Executive Director advised Commissioners that an ad hoc Dispatcher Advisory Standards Advisory Committee was formed by staff to review and provide input to proposed program requirements. He pointed out that the Committee has expressed strong concern for the inclusion of mandated inservice training for dispatchers. Staff concurs with the need for inservice training but believes that more work on the issue should precede a proposal for a mandate. He expressed staff's intent to study inservice training needs and prepare and submit a proposal in approximately 18 months.

During discussion on the initial proposal, it was suggested that psychological testing be included in the proposed initial selection standards for public safety dispatchers.

Nancy Jackson, San Jose Communications Department and a member of the ad hoc Dispatcher Standards Advisory Committee, addressed the Commission and requested that the public hearing be postponed to give the Dispatcher Standards Advisory Committee an opportunity to provide additional input.

After considering the concerns expressed, the Commission took the following action:

MOTION - Maghakian, second - Grande, carried unanimously that staff meet again with the Dispatcher Standards Advisory Committee to discuss inclusion of psychological testing and continuing refresher training requirements, and to report at the April Commission meeting at which time a public hearing may be set.

D. Scheduling a Public Hearing to Amend POST Regulations Relating to Obtaining the POST Certificate Within 24 Months of Employment

Effective January 1, 1988, additions to Penal Code Section 832.4 require that every peace officer listed in subdivision (a) of Penal Code 830.1, except a sheriff, elected constable or elected marshal, employed after that date shall obtain the basic certificate upon completion of probation, but in no case later than 24 months after hire (3 additional months allowed if the probationary period is 24 months), in order to continue to exercise peace officer powers. Subdivision (a) of PC 832.4 includes an undersheriff, deputy sheriff, city police officer, district police officer, deputy marshal, deputy constable and district attorney investigator.

Commission Regulation 1010 currently provides that participating agencies shall be ineligible for continued participation in the POST program if they employ officers who have not acquired the basic certificate within 6 months of completion of 12 months satisfactory service. Proposed amendments will provide that officers employed by these agencies after January 1, 1988 must obtain the basic certificate within 24 months generally, or in the case of agencies with a 24 month probationary period, no later than 27 months after their employment.

Commission Procedure F-1-5(a) now provides that applicants for award of a basic certificate must acquire the certificate within 18 months from the date first employed. This procedure should be amended to provide that applicants who are employed after January 1, 1988, must complete their department's probationary period of at least 12 months and acquire the certificate upon completion of probation but within 24 months from the date of employment, or within 27 months if the probationary period is 24 months.

Changes in Regulation 1010 require a public hearing. Procedure F (Certificates) changes have not previously been subject to formal public hearing processes. However, it is now proposed that this change to Procedure F-1-5, as well as the entirety of Procedure F, be adopted formally in accordance with the Administrative Procedures Act.

MOTION - Montenegro, second - Tidwell, carried unanimously to schedule a public hearing at the April 1988 Commission meeting to amend POST regulations relating to obtaining the POST certificate within 24 months of employment.

TRAINING PROGRAM SERVICES

E. Report and Recommendation on POST Model Field Training Program

At the January 1985 meeting, the Commission directed staff to research POST's services concerning field training programs for law enforcement. With appropriate field involvement, a voluntary model field training program was developed. The model program is set forth in three supporting publications: (1) Field Training Guide; (2) Field Training Management Guide; and, (3) Field Training Officer Course Curriculum.

The model program is based upon several approaches from the best existing field training programs. These values guided its development: (1) equal emphasis to training and evaluation; (2) defensible, yet fair; (3) effective and manageable; (4) adaptable and flexible; and (5) comprehensive and up to date content.

Instructions for implementing the model program emphasize following a suggested sequence of instruction and testing. As conditions permit, the model recommends a building block concept to learning, moving from simpler to more complex tasks. The model program provides a system of evaluation using routine documentation and feedback to both trainee and management. The program is flexible in that it can be used in any size/type agency and includes provisions for agencies to train/evaluate on most agency policies.

MOTION - Block, second - Maghakian, carried unanimously to approve the proposed Model POST Field Training Program and authorize the distribution of (1) Field Training Guide; (2) Field Training Management Guide; and (3) Field Training Officer Course Curriculum.

F. Report and Recommendation on Modification to Basic Course Curriculum Incorporating Findings of the 1987 Study of Peace Officers Killed in the Line of Duty

As a result of 1985 legislation, POST conducted a study of incidents in which peace officers were killed or assaulted. At the July 1987 meeting, the Commission approved guidelines for law enforcement officer safety based upon the study. Subsequently a study comparing the Basic Course curriculum with these guidelines was undertaken with the input of academy instructors and directors.

The study concluded that amendment to the Basic Course curriculum is necessary; i.e., the addition of nine performance objectives and significant modification of three others. Proposed additional performance objectives concern: (1) the identification of verbal/non-verbal behavior indicative of potential hostile actions by suspects; (2) identification of appropriate action to be taken after receiving a non-fatal wound; (3) use and limitations of body armor by officers; (4) tactics for cover and backup officers; and (5) safety aspects when dealing with suspects under the influence of alcohol and/or drugs.

Proposed major modifications to existing performance objectives concern amending daytime and nighttime course of fire by increasing the rounds fired from 25 to 60. Half of those rounds must be fired within seven yards of the target. Another proposed amendment concerns requiring students to experience physiological stressors in the form of physical exercise prior to and/or during this course of fire.

These changes will require an additional eight hours of instruction and testing; however, no increase in the Basic Course hours will be recommended at this time.

MOTION - Pantaleoni, second - Vernon, carried unanimously to approve the Basic Course curriculum changes and additions relating to Guidelines for Law Enforcement Officer Safety, effective July 1, 1988.

Among the disclosures in the study was the issue of physical condition of officers. There was discussion and consensus that staff prepare a proposal on inservice physical fitness maintenance and awards of recognition.

G. Report and Recommendation on Supervisory Leadership Institute Concept

At the October 1985 meeting, the Commission directed staff to research the concept of a Supervisory Leadership Institute. The purpose of the Institute is to develop the leadership abilities of first-line supervisors in California law enforcement.

Instructional methodology will include innovative teaching techniques which actively involve students in the learning and development process. Participants will be required to complete assignments on instructional topics in advance of each session. Instructional methods and format will be pilot tested before the Institute program is finalized.

The program would cost approximately \$250,000 per year, including travel and per diem. More will be known on cost after the pilot presentation. It is anticipated that a future budget change proposal will be presented to the Commission for a Senior Consultant and half-time secretary to provide program coordination and implementation.

MOTION - Grande, second - Pantaleoni, carried unanimously to approve the concept as described and the pilot presentation of the POST Supervisory Leadership Institute.

H. POST Reproduction/Distribution of Videotapes for Inservice and Roll Call Training

At the July 1987 meeting, the Commission directed staff to assess ways of addressing the need to make roll call videotapes available to the field along with cost options. This action was the result of input received from law enforcement agencies on the 1986 Field Needs Survey in which there was strong agreement with POST making available videotapes, etc. for brief in-service or roll call training.

POST's current role is one of facilitating the distribution of information about available media produced by law enforcement agencies by means of an annually produced media catalog and periodic POST Scripts articles. Several alternatives for a more active POST role in media distribution were identified as part of this study. Analysis and field input suggest the need for a one-year pilot program. The pilot would consist of three elements:

1. POST to make more information available on existing products and the sources for obtaining them.
2. POST to select an undetermined number of the most needed and recently produced videos and make them available at no cost to requesting agencies and basic academies.
3. POST to conduct an evaluation of the program's effectiveness with a report provided to the Commission after one year.

A discussion ensued concerning POST's role in the reproduction and distribution of videotapes. Consensus was that POST should take a more active role in this area and establish and maintain a repository, distribution service.

MOTION - Van de Kamp, second - Vernon, carried unanimously by ROLL CALL VOTE to adopt recommendations to (1) enhance present services by making agencies more aware of available productions; (2) annually select five to fifteen of the best videos produced by agencies meeting the highest priority training need, and make them available upon request at no cost to requesting agencies or training institutions; and, (3) provide a repository for agency-produced videos and provide or loan copies upon request. It was noted that work to explore the most effective means, including uses of technology, for improving these services would continue. Staff is authorized to obtain services of a Management Fellow for six months and seek a budget change proposal for a full time person to do this work. The progress in this matter is to be reviewed at the April meeting.

I. Interactive Videodisc PC Course

In 1985 the Commission directed staff to explore the possibility of using new technology to present the training course mandated by PC 832. A contract was let with Comsell, Inc. which called for the contractor to develop a computer/video interactive program on four disc sides at a cost of \$249,520.

The contractor has recently requested augmentation of the contract for an additional \$60,000. Principal justifications for the increase include the following which were found to be needed, but were not part of the original contract:

- o Expansion from four to nine video disc sides.
- o Development of a new set of test items.
- o Preparation of study booklets containing more than 450 pages.
- o Clarification, sharpening, and refinement of course content above that of existing performance objectives and unit guide material.

The contractor estimated that additional costs exceed \$100,000 but proposes that additional costs exceeding the requested \$60,000 will be borne by the contractor. Staff reported on its analysis and agreed that an increase is warranted. The increase is for an enhanced program, not simply more money for the same original product. The matter had been reviewed by the Finance Committee and approval by the Committee of an additional \$60,000 was recommended.

It was also recommended that \$3,000 be added to the contract to pay for additional computer programming that will allow the interactive course to operate on IBM compatible equipment. The increases were recommended payable upon receipt of an acceptable product.

MOTION - Vernon, second - Maghakian, carried unanimously by ROLL CALL VOTE to modify the contract with Comsell, Inc. for the PC 832 Interactive Videodisc Course by increasing the cost by \$63,000 payable upon delivery to and acceptance by POST of a satisfactorily enhanced product.

J. Development of Guidelines for Law Enforcement Response to Missing Persons Complaints

Enactment of Assembly Bill 1073 added Penal Code Section 13519.1 which became effective January 1, 1988. This law requires local police and sheriffs' departments to give priority to missing person and runaway cases. This law requires POST to develop guidelines and training for peace officers and dispatchers in the handling of such cases in basic course instruction no later than January 1, 1989. All law enforcement officers and dispatchers who have received their basic training before January 1, 1989 must have supplementary training by January 1, 1991.

Curriculum must be developed for the Basic, Basic Dispatcher, Dispatcher In-Service, and Advanced Officer Courses in addition to the guidelines for law enforcement response. Current staff limitations and workload precludes accomplishing these activities within the time limitations imposed by this law without interrupting current important programs. The law authorizes an appropriation of \$50,000 from the Peace Officers' Training Fund for POST to carry out these responsibilities.

MOTION - Pantaleoni, second - Montenegro, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to enter into a contract for services to conduct the research and development activities required by Assembly Bill 1073 at a cost not to exceed \$50,000.

COMMITTEE REPORTS

K. Finance Committee

Commissioner Vernon, Chairman of the Commission's Finance Committee, reported that the Committee met on January 8, 1988 via telephone conference call, and reviewed proposed training and administrative contracts planned for the upcoming fiscal year. The Finance Committee recommended approval for the Executive Director to negotiate the contracts. The Committee's final report and recommendations will be provided when contracts are presented for action at the April 1988 Commission meeting.

Proposed contracts to be negotiated for Fiscal Year 1988/89:

a. Management Course

This course is currently budgeted at \$297,289 for 22 presentations by five presenters:

California State University - Humboldt
California State University - Long Beach
California State University - Northridge
California State University - San Jose
San Diego Regional Training Center

anticipates some increases over FY 1987/88 due to increased costs for instructors, coordination, facilities, and materials, although no additional presentations are planned for 1988/89.

b. Executive Development Course

This course is currently presented by California State Polytechnic University, Pomona, at a cost of \$70,270 for five presentations. Course costs are consistent with POST guidelines, and the performance of the presenter has been satisfactory. Upon approval, a new contract will be negotiated for FY 1988/89.

c. San Diego Regional Training Center - Support of Executive Training including the Command College

The San Diego Regional Training Center serves as the chief contractor for a variety of training activities of the Commission conducted by the Center for Executive Development. Curriculum development as well as instructional and evaluation costs for these training activities for FY 1987/88 came to \$334,760. Upon authorization, a new contract will be negotiated for FY 1988/89.

d. Department of Justice - Training Center

The Department of Justice has provided training to local law enforcement through an Interagency Agreement with POST since 1974. During Fiscal Year 1987/88, the amount allocated to this training was \$733,889. For this amount, the Department of Justice agreed to make 182 combined presentations of 30 separate courses.

The Department of Justice has proposed to conduct the same training (with minor adjustments agreed to by POST) in Fiscal Year 1988/89 for a similar financial commitment by POST.

e. Cooperative Personnel Services - Basic Course Proficiency Test

Cooperative Personnel Services (CPS) has administered the Basic Course Proficiency Test for POST for the past seven years. CPS has demonstrated the ability to effectively administer the test. The current year contract is for \$29,142. The proposed contract for FY 1988/89 is not expected to exceed this amount.

f. POST Entry-Level Reading and Writing

For each of the last four years, POST has contracted with Cooperative Personnel Services (CPS) and the State Personnel Board (SPB) to administer the POST entry-level reading and writing testing program. The overall quality and level of services provided by CPS and SPB over the years has been quite good.

Current fiscal year contracts total \$155,091. The proposed contracts for FY 88/89 are expected to total no more than \$135,000. The reduction of approximately \$20,000 is made possible by the recent acquisition of a high speed scanner as part of POST's new computer system which will permit POST staff to perform test answer sheet scanning and other selected services currently performed under contract.

g. State Controller's Office - Agreement for Auditing Services

Each year POST has negotiated an Interagency Agreement with the State Controller's Office to conduct audits of selected local jurisdictions which receive POST reimbursement funds. The Commission approved an agreement not to exceed \$85,000 for the current fiscal year.

Approval is requested to negotiate a similar agreement to maintain the current level of service for Fiscal Year 1988/89.

h. Computer Services Contract - Third Party Maintenance Company

POST purchased its Four Phase computer in June of 1986 at the expiration of the lease with Motorola/Four Phase. The purchase was the most cost effective method of continuing computer services at POST during the period of procurement of new computer equipment. POST currently has a contract with the Third Party Maintenance Company for maintenance of the Four Phase Computer. The current contract is for \$17,148.

Approval is requested to negotiate a similar agreement with Third Party Maintenance Company for maintenance services during Fiscal Year 1988/89.

i. Computer Services Contract - Teale Data Center

POST has an Interagency Agreement with Teale Data Center (a state agency) for computer services. The contract provides for a link between POST's computer and the Data Center's mainframe computer. This allows POST to utilize the mainframe's power for complex data processing jobs and the storage of large data files that require more resources than POST's minicomputer can provide. The current year contract is for \$89,000.

Approval is requested to negotiate an Interagency Agreement with the Teale Data Center for computer services in 1988/89 for an amount similar to the current year's cost.

j. CALSTARS Contract, 1987/88

The mandated California Accounting and Reporting Systems (CALSTARS) requires an agreement with the Health and Welfare Data Center to provide computer linkage and necessary data processing services. The Commission approved a current year contract in an amount not to exceed \$25,000.

Approval is requested to negotiate a similar agreement to maintain the current level of required service for Fiscal Year 1988/89.

MOTION - Vernon, second - Van de Kamp, carried unanimously to approve the Finance Committee Report and authorize the Executive Director to negotiate the contracts for Fiscal Year 1988/89.

2. Review of Salary Reimbursement Rate

The Finance Committee also reviewed the salary reimbursement rate at the January 8, 1988 telephonic meeting and recommended that the Commission retain the two-tier salary rate, increasing the Basic Course salary rate from 30% to 35%, and increasing the salary reimbursement rate for all other courses, for which salary reimbursement is provided, from 40% to 50%, retroactive to July 1, 1987.

After discussion, the following actions were taken:

MOTION - Block, second, Tidwell, that reimbursement rates for all POST mandated and approved courses be the same. Motion failed.

MOTION - Vernon, second - Hicks, and carried by ROLL CALL VOTE (AYE: 6; NO: 4) that the Basic Course salary rate be increased to 35% and increase the salary reimbursement rate for all other courses, for which salary reimbursement is provided, to 50%, retroactive to July 1, 1987.

L. Long Range Planning Committee

Commissioner Wasserman, Chairman of the Long Range Planning Committee, reported that the Committee met on January 7, 1988 in Ontario and reviewed the following issues:

1. Cutoff Score on POST Reading/Writing Tests

MOTION - Wasserman, second - Maghakian, carried unanimously to increase the recommended cutoff score on POST Reading/Writing Tests range from 37-42 to 40-45.

Following discussion, the Commission asked for a report at the April meeting on the issue of reading/writing tests and possible mandatory use of the POST tests by agencies in California.

2. Field Training Program

The Committee recommended that staff develop language for a future public hearing to consider: (1) deleting current POST approval of pre-academy field training; (2) continuation of POST approval on a voluntary basis of after-academy field training programs; and (3) POST approval of field training programs that are an integral part of the Basic Course.

The Committee also recommended that staff confer with academy directors and consider a pilot program to study the merits of field training programs in conjunction with presentation of the Basic Course.

3. Team Building Workshops

The Committee recommended that prior to the April Commission meeting staff confer with users and vendors of the team building program and report to the Long Range Planning Committee on program refinements and administrative control.

M. Ad Hoc Committee on Private Security

Chairman Wasserman reported the results of the ad hoc Committee on Private Security meeting held January 7, 1988 in Ontario. The Committee recommended that the Commission support a legislative resolution directing the Department of Consumer Affairs to conduct a study of the adequacy of the current selection and training standards for private security personnel, if the resolution is sponsored by one or more of the interested law enforcement professional organizations. This resolution would require the Department of Consumer Affairs to consult with POST and other named law enforcement groups in the conduct of this study.

MOTION - Wasserman, second - Sourisseau, carried unanimously that the Commission support a legislative resolution as proposed by the ad hoc Committee on Private Security.

N. Legislative Review Committee

Commissioner Block, Chairman of the Legislative Review Committee, reported on the Committee meeting of January 21, 1988 in San Diego. The Committee recommended that the Commission adopt a neutral position on Assembly Bill 1100 (Hazardous Materials Training).

MOTION - Block, second - Tidwell, carried unanimously to adopt a neutral position on Assembly Bill 1100 which pertains to training related to hazardous materials and enforcement.

The Committee discussed the status of SB 1265, the proposed bond bill which would provide funds for law enforcement regional skill centers.

MOTION - Maghakian, second - Montenegro, carried unanimously that a letter be prepared for the Chairman's signature to be sent to the Governor establishing POST's position on the regional skill centers.

It was the consensus of the Commission that more be done by way of gathering data to support and illustrate the need for advanced technology in the critical training areas of use of vehicles, weapons and force, and critical incidents. Training in these subject areas without using the new technology is inadequate and falls below training levels demanded by the job of peace officer. The Commission's ad hoc Capital Improvement Committee, which is to meet in the near future, will discuss ways to provide the necessary facilities and equipment to utilize this new technology as part of a long term commitment to make POST training more effective in these essential areas.

O. Advisory Committee

The Advisory Committee held election of officers at the January 21, 1988 meeting. Bill Shinn was elected as Chairman of the POST Advisory Committee, and Gary Wiley was elected as Vice-Chairman.

Mr. Shinn reaffirmed the Advisory Committee's full support of assignments from the Commission.

P. Appointment of Nominating Committee

Chairman Wasserman appointed Commissioner Grande as Chairman and Commissioners Hicks and Tidwell to serve as members of the Nominating Committee for Commission Officers. The Committee is to make recommendations at the April Commission meeting.

Q. Correspondence

There was a discussion concerning a letter from Chief Dean Shelton, South Lake Tahoe Police Department, requesting that Commission support proposed legislation to allow certain Nevada peace officers to exercise peace officer powers in California.

MOTION - Sourisseau, second - Hicks, carried unanimously to inform Chief Dean Shelton that the Commission understands the purpose of the proposal, but that it is not within POST's policy to take a position on such matters.

DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

April 21, 1988 - Hyatt Regency, Sacramento
July 21, 1988 - Holiday Inn Embarcadero, San Diego
October 20, 1988 - Hyatt Regency, Sacramento
January 19, 1989 - San Diego (To be determined)

ADJOURNMENT - 1:05 p.m.

3/14/88

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Course Certification/Decertification Report		Meeting Date April 21, 1988
Bureau Training Delivery Services	Reviewed By Ronald T. Allen, Chief	Researched By Rachel S. Fuentes
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 3.24.88	Date of Report March 25, 1988
Purpose: <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

The following courses have been certified or decertified since the January 21, 1988 Commission meeting:

CERTIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
1. Basic Requalification Course	Sacramento Public Safety Trng. Ctr.	Technical	III	\$ 25,000
2. Driver Awareness	San Mateo College	Technical	IV	800
3. Hazardous Material Trans. Enforcement	Los Angeles County Sheriff's Dept.	Technical	IV	5,400
4. Telecom Training for Trainers	DOJ Advanced Training Center	Technical	IV	102,600
5. Arrest & Firearms (P.C. 832)	Pasadena City College	P. C. 832	IV	-0-
6. Basic Investigative Tracking	San Bernardino Co. Sheriff's Dept.	Technical	IV	6,720
7. Skills & Knowledge Modular Training	San Francisco Police Department	Technical	IV	-0-
8. Contemporary Narcotic Enforcement	U.S. DEA, San Francisco	Technical	IV	7,132
9. Skills & Knowledge Modular Training	Fullerton College	Technical	IV	1,440
10. Advanced Traffic Accident Invest.	Riverside County Sheriff's Dept.	Technical	III	10,810
11. Emergency Medical Dispatcher	Sacramento Public Safety Trng Ctr.	Technical	IV	2,280
12. Domestic Violence Course	Los Angeles Police Department	Technical	IV	21,750

CERTIFIED - Continued

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
13.	Women in LE: Mgmt. & Organ. Issues	Chapman College	Mgmt. Sem.	III	4,642
14.	Management Cont. & Audits	CPOA	Mgmt. Sem.	III	4,910
15.	CAMP Marijuana Training	DOJ Training	Technical	IV	30,000

DECERTIFIED

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
1.	Conflict Management	CPOA	Supv. Trng.	III	\$(-2,555)

TOTAL CERTIFIED 15

TOTAL DECERTIFIED 01

TOTAL MODIFICATIONS 46

866 courses certified as of 03/24/88
152 presenters certified as of 03/24/88

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Cerritos Community College District		Meeting Date April 21, 1988
Bureau Compliance and Certificate Services	Reviewed By Darrell Stewart <i>DS</i>	Researched By Bud Perry <i>BP</i>
Executive Director Approval <i>William C. Boehm</i>	Date of Approval 3-14-88	Date of Report February 16, 1988
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact		<input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

The Cerritos Community College District Police Department has requested entry into the POST Regular Reimbursement Program.

BACKGROUND

Under provisions of Penal Code Sections 831.31(c) and 13507(e), the District Police Department is willing to participate in the POST Regular Reimbursement Program. The District passed a proper resolution on November 4, 1986, agreeing to adhere to POST objectives and regulations.

ANALYSIS

The department presently employs seven sworn members. Adequate selection standards and background investigations have been employed. The projected fiscal impact should be approximately \$3,500 annually.

RECOMMENDATION

The Commission be advised that the Cerritos Community College District Police Department has been admitted into the regular POST Reimbursement Program consistent with Commission Policy.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

AMENDMENT OF COMMISSION
REGULATIONS AND PROCEDURES

APRIL 21, 1988 PUBLIC HEARING

SCRIPT

CHAIRMAN:

THIS HEARING IS IN REGARD TO PROPOSED AMENDMENTS OF COMMISSION REGULATIONS AND PROCEDURES RELATING TO THE POST PROFESSIONAL CERTIFICATE PROGRAM.

EXECUTIVE
DIRECTOR:

THIS HEARING IS BEING CONDUCTED IN COMPLIANCE WITH REQUIREMENTS SET FORTH IN THE ADMINISTRATIVE PROCEDURES ACT. THE RECORDS OF COMPLIANCE ARE ON FILE AT POST HEADQUARTERS. THE PROPOSED AMENDMENTS ARE DESCRIBED IN AGENDA ITEM C AND WERE ANNOUNCED IN POST BULLETIN 88-2 AND PUBLISHED IN THE CALIFORNIA REGULATORY NOTICE REGISTER AS REQUIRED BY LAW. COPIES OF THESE ITEMS ARE AVAILABLE AT THE REGISTRATION TABLE.

CHAIRMAN:

THE PURPOSE OF THIS PUBLIC HEARING IS TO CONSIDER THE PROPOSED AMENDMENTS TO COMMISSION REGULATIONS 1010 AND 1011, AND PROCEDURES F-1 AND F-2.

EXECUTIVE
DIRECTOR:

A SUMMARY OF THE WRITTEN AND ORAL COMMENTARY THAT HAS BEEN RECEIVED REGARDING THE PROPOSED AMENDMENTS TO COMMISSION REGULATIONS 1010 AND 1011, AND PROCEDURES F-1 AND F-2, POST PROFESSIONAL CERTIFICATE PROGRAM, WILL NOW BE READ INTO THE RECORD:

CRAIG L. MEACHAM, CHIEF OF POLICE, CITY OF WEST COVINA, WROTE IN SUPPORT OF THE PROPOSAL, SPECIFICALLY EXTENDING THE PROBATIONARY PERIOD AN INDIVIDUAL MUST SATISFACTORILY COMPLETE BEFORE OBTAIN THE BASIC CERTIFICATE. CHIEF MEACHAM BELIEVES THIS AMENDMENT IS NECESSARY TO ENSURE THAT THE INDIVIDUAL HAS SATISFACTORILY DEMONSTRATED THE ABILITY TO FUNCTION AS A PEACE OFFICER PRIOR TO OBTAINING THE CERTIFICATE.

MELVIN MOUSER, CHIEF OF POLICE, CITY OF GRASS VALLEY, STATED SUPPORT FOR THE PROPOSED CHANGES TO THE PROFESSIONAL CERTIFICATE PROGRAM.

RECEIPT OF THE WRITTEN COMMENTARY HAS BEEN ACKNOWLEDGED BY POST; A SUMMARY OF THE COMMENTARY WAS READ INTO THE RECORD.

CHAIRMAN:

WE WILL NOW HEAR STAFF'S REPORT ON AMENDING COMMISSION REGULATIONS 1010 AND 1011, AND PROCEDURES F-1 AND F-2.

CHAIRMAN:

WE WILL NOW RECEIVE, FOR THE RECORD, TESTIMONY FROM THE AUDIENCE. PERSONS TESTIFYING ON THE ISSUE BEFORE US NOW ARE REQUESTED TO PLEASE STATE THEIR FULL NAME AND AGENCY AFFILIATION.

THOSE WHO OPPOSE THE RECOMMENDATION, PLEASE COME FORWARD.

CHAIRMAN:

THOSE WHO SUPPORT THE RECOMMENDATION, PLEASE COME FORWARD.

CHAIRMAN:

THERE BEING NO ~~FURTHER~~ TESTIMONY, THIS PORTION OF THE HEARING IS ENDED TO ALLOW THE COMMISSION TO ACT ON THIS ISSUE.

CHAIRMAN:

THE CHAIR WELCOMES THE COMMENTS AND QUESTIONS OF THE COMMISSIONERS REGARDING THIS MATTER.

CHAIRMAN:

HAVING CONSIDERED STAFF'S RECOMMENDATIONS AND THE WRITTEN AND ORAL TESTIMONY, THE CHAIR WILL NOW ENTERTAIN MOTIONS BY THE COMMISSION TO AMEND COMMISSION REGULATION AND PROCEDURE REGARDING THE POST PROFESSIONAL CERTIFICATE PROGRAM.

Craig L. Meacham
Chief of Police

(FWS)
3-15-88



CITY OF WEST COVINA

Incorporated 1923

March 8, 1988

COMMISSION ON POST
MAR 14 4 27 PM '88

Norman C. Boehm
Executive Director
Commission on Peace Officer
Standards and Training
1601 Alhambra Boulevard
Sacramento, CA 95816-7083

Dear Norm:

With regard to your letter of February 26, 1988, relative to the P.O.S.T. Hearing on April 21, I am writing in support of the amendments to the regulations as proposed therein, specifically with regard to Amendment F-1-5(a).

This Department has an 18 month probation period and on infrequent occasions a probationer has been awarded his P.O.S.T. Basic Certificate at the end of the 12 months but failed the probation period. I feel that this amendment is necessary to insure that the certificate can only be obtained after a candidate has demonstrated satisfactorily that he can function as a Peace Officer.

Sincerely,

CRAIG L. MEACHAM, Chief of Police
Public Safety Division Manager

mt

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

GENERAL INFORMATION

(916) 739-5328

EXECUTIVE OFFICE

(916) 739-3864

BUREAUS

Administrative Services

(916) 739-5354

Center for Executive

Development

(916) 739-2093

Compliance and Certificates

(916) 739-5377

Information Services

(916) 739-5340

Management Counseling

(916) 739-3868

Standards and Evaluation

(916) 739-3872

Training Delivery Services

(916) 739-5394

Training Program Services

(916) 739-5372

Course Control

(916) 739-5399

Professional Certificates

(916) 739-5391

Reimbursements

(916) 739-5367

Resource Library

(916) 739-5353

March 18, 1988

Craig L. Meacham
Chief of Police
West Covina Police Department
1444 West Garvey Avenue
West Covina, CA 91793

Dear Chief Meacham:

This is to acknowledge your letter regarding the Commission's proposal to amend Commission Regulations and Procedures pertaining to the POST Professional Certificate Program.

The Commission appreciates your interest regarding this issue. Your letter will be provided to the Commission for consideration at the April 21, 1988 public hearing.

Sincerely,



NORMAN C. BOEHM
Executive Director



COMMISSION AGENDA ITEM REPORT

Agenda Item Title Public Hearing - Proposal to Amend Regulation Regarding the Process for Obtaining POST Basic Certificate		Meeting Date April 21, 1988
Bureau Compliance & Certificate Services	Reviewed By	Researched By D. L. Stewart
Executive Director Approval <i>Morgan C. Boehm</i>	Date of Approval 4-6-88	Date of Report March 16, 1988
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should POST Regulations and Procedures be modified to coincide with changes in P.C. 832.4, and require the POST Basic Certificate within 24 months?

BACKGROUND

P.C. 832.4 was enacted by the Legislature in 1973 and required police officers, deputy sheriffs, and police officers of certain districts employed after January 1, 1974 to obtain the POST Basic Certificate within 18 months of employment in order to continue to exercise peace officer powers.

Recent amendments to P.C. 832.4 indicate that every peace officer listed in Subdivision (a) of Section 830.1, who is employed after January 1, 1988, shall obtain the Basic Certificate upon completion of probation, and no later than 24 months after peace officer employment in order to continue to exercise peace officer powers. The law allows for up to 27 months, if the employing agency has a 24-month probation period to allow for certificate processing. The P.C. 832.4 amendment, by reference to P.C. 830.1(a), covers any undersheriff, deputy sheriff, city police officer, police officer of a district authorized by law to maintain a police department, deputy marshal, deputy constable, and district attorney investigator. Sheriffs, elected marshals, and elected constables are exempted (see Attachment A, AB 2538).

The amendments in P.C. 832.4 create two inconsistencies between Commission Regulation 1010, PAM Procedure F and the law: e.g., the maximum time within which the certificate must be obtained has been extended to 27 months, and a requirement that peace officers complete probation prior to becoming eligible for award of the Basic certificate.

The Commission, at the January 21, 1988 meeting, approved setting this issue for public hearing (see Attachment B, Bulletin 88-2, Notice of Public Hearing, and Statement of Reasons).

ANALYSIS

Key elements of the amendments to the law are:

1. Expand the classes of peace officers required to obtain basic certificates to include deputy marshals, district attorney investigators, and deputy constables.

2. Require that recipients of basic certificates have completed their employing agency's probationary period.
3. Lengthen time allowed for obtaining the certificate in order to accommodate probation-length requirements.

Commission Regulation 1010 now provides that agencies shall not be eligible for participation in the POST program if they employ officers who have not acquired the basic certificate within 6 months of completion of 12 months satisfactory service. It appears necessary to add a provision to Regulation 1010 to provide that officers employed in these agencies after January 1, 1988 must complete probation and acquire the Basic Certificate within 24 months of hire. If the probationary period is 24 months, up to 27 months is allowed.

Commission Procedure F-1-5(a) now provides that applicants for award of a Basic Certificate must have completed a period of 12 months satisfactory service and acquired the Basic Certificate within 18 months from the date first employed. It appears necessary to modify this procedure to provide that peace officers who are employed after January 1, 1988 must complete probation and acquire the Basic Certificate within 24 months of hire. If the probationary period is 24 months, up to 27 months is allowed.

These changes would maintain consistency between POST regulations and PC 832.4. The regulation changes would be applied uniformly to all participating agencies and officers, including those not affected by the law, for consistency and ease of administration. It is believed that the probation requirement and longer time frame to obtain the certificate will have a generally beneficial effect.

Proposed revised regulations and procedures to implement the above described changes are included in this report (see Attachment C, Proposed Changes to Regulations and Procedures F-1 and F-2).

In the past, changes to Procedure F, Professional Certificate Program, have not been subjected to the formal public hearing process. It is proposed that the above described change, as well as PAM Procedure F, Sections 1 and 2, now be adopted formally through the public hearing/administrative law process. This proposal is based upon legal advice that Commission requirements for certificate awards are better protected from legal challenge if enacted into the Administrative Code following provisions of the Administrative Procedures Act.

It is also recommended that amendment be made to Procedure F to specify maximum time requirements for processing certificates. This change would assure that the certificate program is in conformance with requirements of the Permit Reform Act. That act requires the publishing of such time requirements.

If the proposals are approved by the Commission, it is recommended that changes to Regulations become effective immediately following approval by the Office of Administrative Law and filing by the Secretary of State.

RECOMMENDATION

Subject to testimony at the public hearing, adopt the proposed changes.

Assembly Bill No. 2538

CHAPTER 843

An act to amend Section 832.4 of the Penal Code, relating to peace officers.

[Approved by Governor September 19, 1987. Filed with
Secretary of State September 21, 1987.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2538, Katz. Peace officer training.

Existing law requires designated peace officers who are first employed after January 1, 1974, to obtain the basic certificate issued by the Commission on Peace Officer Standards and Training within 18 months of his or her employment.

This bill would require designated peace officers, except sheriffs, elected constables, or elected marshals, who are employed after January 1, 1988, to obtain the basic certificate issued by the Commission on Peace Officer Standards and Training upon completion of probation, but in no case later than 24 months after his or her employment, in order to continue to exercise the powers of a peace officer after the expiration of the 24-month period.

This bill would provide that in cases where the probationary period established by the employing agency is 24 months, these peace officers may continue to exercise the powers of a peace officer for an additional 3-month period to allow for the processing of the certification application.

The people of the State of California do enact as follows:

SECTION 1. Section 832.4 of the Penal Code is amended to read:
832.4. (a) Any undersheriff or deputy sheriff of a county, any policeman of a city, and any policeman of a district authorized by statute to maintain a police department, who is first employed after January 1, 1974, and is responsible for the prevention and detection of crime and the general enforcement of the criminal laws of this state, shall obtain the basic certificate issued by the Commission on Peace Officer Standards and Training within 18 months of his employment in order to continue to exercise the powers of a peace officer after the expiration of such 18-month period.

(b) Every peace officer listed in subdivision (a) of Section 830.1, except a sheriff, elected constable, or elected marshal, who is employed after January 1, 1988, shall obtain the basic certificate issued by the Commission on Peace Officer Standards and Training upon completion of probation, but in no case later than 24 months after his or her employment, in order to continue to exercise the powers of a peace officer after the expiration of the 24-month period.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1801 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

February 26, 1988

BULLETIN: 88 - 2

SUBJECT: Public Hearing to Consider Additions and Amendments to Regulations and Procedures Regarding POST Certificates.

The Commission has scheduled a public hearing in conjunction with its April 21, 1988 meeting in Sacramento to consider proposed additions and amendments to regulations and procedures relating to the Professional Certificate Program.

Penal Code Section 832.4 was amended effective January 1, 1988. These amendments include: (1) requirement that peace officers identified in the law complete their department's probationary period before obtaining a POST basic certificate; and (2) extension of the time allowed to obtain the certificate from 18 months to a maximum of 27 months. The Commission will consider the following regulation changes in order to maintain consistency between regulations and the law:

1. Add a provision to Regulation 1010 that specifies that peace officers employed after 1-1-88 by participating agencies must obtain a basic certificate after completion of probation and within 24 months of employment. When a department's probationary period is 24 months, an additional 3 months will be allowed. (Currently the Basic Certificate must be obtained within 18 months of employment as a peace officer.)
2. Amend Procedure F-1-5(a) to specify satisfactory completion of probation before the award of basic certificates. (Currently, completion of 12 months of satisfactory service is specified.)

The Commission will also consider changes to the POST Administrative Manual (PAM), Procedure F-2 in order to implement provisions of the Permit Reform Act (Government Code Section 15374 et seq.). This act requires the establishment of median, minimum and maximum time periods for the processing of applications for award of the Basic Certificate.

Additionally, the Commission will consider the formal adoption (as regulations through incorporation by reference) of PAM, Procedures F-1 and F-2. These Procedures describe the requirements for each of the professional certificates awarded by POST along with procedures for application, processing and revocation. It is proposed that these Procedures be formally adopted, in their current substantive content, in order to assure conformance to provision of the Administrative Procedures Act (Government Code Section 11340 et seq.).

The Commission may adopt other changes based upon the public hearing proceedings and written comments received.

The Commission invites input on this matter.

The attached Notice of Public Hearing, required by the Administrative Procedures Act, provides details concerning the proposed changes and provides information regarding the hearing process. Inquiries concerning the proposed action may be directed to Georgia Pinola, Staff Services Analyst, at (916) 739-5400.

A handwritten signature in cursive script, reading "Norman C. Boehm".

NORMAN C. BOEHM
Executive Director

Attachment

Commission on Peace Officer Standards and Training

NOTICE OF PUBLIC HEARING

AMENDMENT OF COMMISSION REGULATIONS AND PROCEDURES

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested in Sections 13503 and 13506 of the Penal Code to interpret and make specific Sections 832.4 and 13510.1 of the Penal Code, proposes to adopt, and amend or repeal the Commission Regulations, and incorporate Procedures by reference into Regulations in Chapter 2 of Title 11 of the California Administrative Code. A public hearing to adopt the proposed amendments will be held before the Commission on:

Date: Thursday, April 21, 1988

Time: 10:00 a.m.

Place: Hyatt Regency Hotel
1111 "L" Street
Sacramento, CA 95814
(916) 443-1234

Notice is also hereby given that any interested person may present oral statements or arguments, relevant to the action proposed, during the public hearing.

INFORMATIVE DIGEST

Penal Code Section 832.4 was enacted by the Legislature in 1973 and required police officers, deputy sheriffs, and police officers of certain districts employed after January 1, 1974 to obtain the POST Basic Certificate within 18 months of employment in order to continue to exercise peace officer powers. Commission Regulation 1010, consistent with this statute prior to the statute's recent amendment, provides that any agency participating in the POST program shall be ineligible for continuing participation if it employs an officer who has not acquired the Basic Certificate within 6 months following completion of 12 months of satisfactory service.

Commission Procedure F-1-5(a), consistent with PC 832.4, prior to its recent amendment, provides that applicants for award of a Basic Certificate must have completed a period of satisfactory service and acquire the certificate within 18 months from the date first employed.

Assembly Bill 2538 (Statutes of 1987, Chapter 2538) was enacted and became effective January 1, 1988 and adds language to PC 832.4 which requires (except for a sheriff, elected constable, or elected marshal) every peace officer listed in Subdivision (a) of Section 830.1, who is employed after January 1, 1988, to obtain the Basic Certificate upon completion of probation, but in no case later than 24 months thereafter, in order to continue to exercise peace

officer powers. The law allows for an additional 3-month period when an agency has a 24-month probation period. This is to allow time for certificate processing. Peace officers affected by the law include any undersheriff, deputy sheriff, city police officer, police officer of a district authorized by law to maintain a police department, deputy marshal, deputy constable, and district attorney investigator.

It is proposed that a provision be added to Regulation 1010 to provide that officers employed in participating agencies after January 1, 1988 must obtain the Basic Certificate upon completion of probation, but in no case later than 24 months (27 months when their probationary period is 24 months).

It is also proposed to modify Commission Procedure F-1-5(a) to provide that peace officers acquire basic certificates following completion of probation but within 24 months of hire. And when the probationary period is 24 months, an additional 3 months is allowed.

These changes would maintain consistency between POST regulations and the law. For consistency and ease of administration, it is proposed the regulation changes would be applied uniformly to all participating agencies and officers. These changes are not anticipated to adversely affect those peace officers not specified in Penal Code Section 832.4(b). It is believed that the probation requirement and longer time frame, which will enable judgments to be based on the results of the full probationary cycle, will have a generally beneficial effect. Administrators of a number of departments in the past have said that the 18-month time period was not long enough and resulted in awards of certificates to officers who subsequently failed to pass an 18-month or 24-month long probationary period.

In the past, the adoption and amendment of Commission Procedure F, Professional Certificate Program, have not been performed through formal process. It is proposed that the above described amendments as well as the entirety of PAM Procedure F-1 and F-2 now be adopted formally through the public hearing and in conformance with the Administrative Procedures Act.

Amendments and additions are proposed to Commission Procedure F-2, Denial or Cancellation of Professional Certificates, to specify the median, minimum, and maximum processing time periods, and for processing appeals related to exceeding the specified maximum processing time for POST Basic Certificate applications. These provisions are required by the California Permit Reform Act (Government Code Section 15374 et seq.). The proposed time frame for processing applications to determine denial and issuance of the Basic Certificates is a median of 24 calendar days, a minimum of 15 calendar days, and a maximum of 35 calendar days, as based on data gathered during a sampling period believed to be typical of usual workloads.

PUBLIC COMMENT

The Commission hereby requests written comments on the proposed actions. All written comments must be received at POST no later than 4:30 p.m. on April 18, 1988. Written comments should be directed to Norman C. Boehm, Executive Director, Commission on Peace Officer Standards and Training, 1601 Alhambra Boulevard, Sacramento, CA 95816-7083.

ADOPTION OF PROPOSED REGULATIONS

After the hearing, and consideration of public comments, the Commission may adopt the proposals substantially as set forth without further notice. If the proposed text is modified prior to adoption and the change is related but not solely grammatical or nonsubstantial in nature, the full text of the resulting regulation will be made available at least 15 days before the date of adoption to all persons who testified or submitted written comments at the public hearing, all persons whose comments were received by POST during the public comment period, and all persons who request notification from POST of the availability of such changes. A request for the modified text should be addressed to the agency official designated in this notice. The Commission will accept written comments on the modified text for 15 days after the date on which the revised text is made available.

TEXT OF PROPOSAL

Copies of the Statement of Reasons and exact language of the proposed action may be obtained at the hearing or prior to the hearing upon request in writing to the contact person at the above address. This address also is the location of all information considered as the basis for these proposals. The information will be maintained for inspection during the Commission's normal business hours (8 a.m. to 5 p.m.).

ESTIMATE OF ECONOMIC IMPACT

The Commission has determined that the proposed changes: (1) will have no effect on housing costs; (2) do not impose any new mandate upon local agencies or school districts; (3) involve no increased nondiscretionary costs of savings to any local agency, school district, state agency, or federal funding to the State; (4) will have no adverse economic impact on small businesses; and (5) involve no significant cost to private persons or entities.

In order to take this action, the Commission must determine that no alternative considered by the Commission would be more effective in carrying out the purpose for which the action is proposed or would be as effective and less burdensome to affected private persons than the proposed action.

CONTACT PERSON

Inquiries concerning the proposed action and requests for written material pertaining to the proposed action should be directed to Georgia Pinola, Staff Services Analyst, at the above-listed address, or by telephone at (916) 739-5400.

STATEMENT OF REASONS

Currently, Commission Regulation 1010 in effect requires that peace officers employed by participating agencies acquire the basic certificate within 18 months of employment. Possession of the certificate provides assurance that each peace officer has satisfied the Commission's requirements for selection and basic training, and has demonstrated the ability to satisfactorily perform. The 18-month time period is consistent with previous requirements of law for peace officers affected by Penal Code Section 832.4. Recent changes in PC 832.4 create two inconsistencies between Regulation 1010 and the law: e.g., the maximum time within which the certificate must be obtained has been extended to 27 months, and a requirement that the basic certificate shall be obtained upon completion of probation. These changes affect only those peace officers employed after 1-1-88. Proposed new Regulation 1010(b)(4) will provide revised Commission requirements for these peace officers consistent with the law.

Existing provisions of Regulation 1010 affecting peace officers employed prior to 1-1-88 are retained without substantive change in order to maintain consistency with the law as it pertains to peace officers employed prior to that date.

Commission Procedure F-1-5(a) now specifies that the Basic Certificate be obtained within 18 months of employment, establishes authority for interpretation of the 18 month time period, and requires completion of a 12-month period of satisfactory service before the certificate may be awarded. It is proposed that the specified time limit be revised and reference is made to Regulation 1010 in order to maintain consistency within regulations, and between regulations and the law.

It is also proposed that the current requirement for completion of a 12-month period of satisfactory service be changed to require satisfactory completion of at least 12 months of probation. This change would continue consistency with Regulation 1004 which requires completion of a probationary period of not less than 12 months.

The Commission's Professional Certificate Program is established by Regulation 1011. Commission Procedures F-1 and F-2 contain provisions that describe the various certificates and requirements for obtaining certificates. Procedures F-1 and F-2 have not been adopted as regulations pursuant to requirements of the Administrative Procedures Act. It is proposed that these Procedures be so adopted and incorporated by reference in their current form except as noted. Changes to previously published Procedures F-1 and F-2 are technical and non-substantive except for:

- o Changes to Procedure F-1-5(a) described above; and
- o Changes to Procedure F-2, to be described below, which implement provisions of the Permit Reform Act.

Each provision of Procedures F-1 and F-2 are identified below with a statement of reason for enactment.

F-1-2

POST services in the form of the award of certificates are appropriately provided only to full-time, employed peace officers of participating agencies. The sole exception is where law (PC 832.4) requires certain other officers to obtain basic certificates.

F-1-3

- a. It is necessary to obtain from applicants specific personal information relative to their identification, current and past law enforcement employment, and education and training achievement. This information is the basis for determination of eligibility for the award of certificates. Thus the need to specify a standard form to be used for applications.
- b. The Commission has determined this requirement is essential to emphasize the compelling need for high standards of ethical conduct by peace officers.
- c. (1) This assures that standards have been met based upon attestation of the department administrator.
(2) This provides for the manner of attestation when the applicant is department head.

F-1-4

This section establishes Commission policy on matters related to certificate awards.

- a. This is necessary to define the manner of calculating and recording training credit which is submitted to the Commission in support of a request for certificate awards listed in paragraphs F-1-6 or F-1-7. These requirements are consistent with customary pedagogical practices within the State and Nation.
- b. This is necessary for reasons cited above.
- c. This specifies the requirement for verifiable documentation to support claims of training and education and to preclude redundant acceptance of credits.
- d. The satisfactory completion of many basic courses result in award of college units to the graduates. This provision precludes the applicant for a certificate from using both training point and college unit credits for the same training experience.

- e. Paragraphs F-1-6 and F-1-7 provide for certain prerequisite achievements, e.g., one of which is based upon years of experience. This provision makes clear that the entire period of verifiable service in the specified categories will be accepted. Such experience outside of California and in parttime, seasonal or volunteer status is difficult to verify and apportion to full-time work experience.
- f. This provision is responsive to the periodic request received to allow credit toward certificate awards involving experience gained in a category other than specified in subparagraph (e) above. Most commonly these requests are to honor experience with an out-of-state police department or with a federal agency. This provision establishes authority to consider credit for such other service and imposes a limit on acceptance of five years for such experience. The five-year limit was determined to be necessary to achieve balance between the perceived need to make some allowance for other qualifying experience, and the need to provide assurance that possession of POST certificates is indicative of experience levels with California law enforcement agencies.
- g. This provision is established to allow higher level experience to substitute for lower level experience without allowing the same two years experience to be used for multiple certificates. Managers and executives must of necessity also exercise supervision of other immediate subordinates.

F-1-5

This specifies the experience and training required for a basic certificate.

- a. This provision is revised and discussed above.
- b. This assures that possession of a basic certificate is an indication that the required entry level training has been satisfactorily completed.

F-1-6

- a. This establishes an initiates a cumulative basis of aligning the several prerequisite achievements for award of Intermediate Certificates. The first prerequisite being possession or eligibility to possess a Basic Certificate. For many years POST awarded only the highest certificate an applicant was qualified to receive. Thus anyone who has been issued an Intermediate Certificate must also qualify for the Basic Certificate.
- b. This specifies the combination of training, experience and education upon which an Intermediate Certificate will be awarded. The combinations were established by the Commission after consideration of the relative importance of each factor to the professional development

of peace officers. The minimums reflected the Commission's opinion that lesser levels would not represent sufficient professional attainment to warrant recognition through certificate award. These determinations were originally adopted over 25 years ago and met with acceptance. The provisions were based upon the advice of trainers, educators, law enforcement administrators, rank-and-file officers and the public and are unchanged since original adoption. These provisions are an established basis for certificate issuance to thousands of officers who possess or are in varying stages of qualifying to possess certificates. These certificates based upon the prerequisites to obtain them have been widely accepted in the State and Nation as a proxy for locally developed prerequisites for employment, eligibility for assignments, or promotions, salary advancement, etc. See the Task Force on Police Report: The Police, The President's Commission on Law Enforcement and Administration of Justice, page 141, 1967.

F-1-7

- a. & b. The rationale supporting these provisions is the same as described for Procedure F-1-6.

F-1-8

- a. The Commission believes that the level of professional development by individuals represented by the Intermediate Certificate is an appropriate prerequisite for award of the Supervisory Certificate. As a matter of fact many jurisdictions have established possession of an Intermediate Certificate as a prerequisite for promotion to supervisory peace officer levels. This is because over time it has become customary that the award of this certificate is the result of the attainment of undergraduate degree objectives.
- b. The Commission has since the late 1970's determined that 60 college units should also be a prerequisite for recognition of attainment of professional objectives by supervisors and the Commission further believes that college attendance and the attainment of related educational degree objectives should be encouraged through this requirement.
- c. This assures that the required minimum training for supervisors has been met.
- d. The Commission believes that the certificate should recognize a combination of training and education, and demonstration of competence at a supervisory level. The Commission's judgment is that two years is a minimal period of supervisory experience which should precede award of a certificate signifying professional development as a law enforcement supervisor.

The last sentence specifies content of the certificate.

F 1-9

The rationale is the same as for F-1-8.

F-1-10

The rationale is the same as for F-1-8.

F-2-1

This defines the scope of this Procedure and its relationship to Section 1011 (b) of the Regulations.

F-2-2

This provision establishes the procedure for processing all certificate requests. Minimum, median and maximum time periods are specified in conformance with the Permit Reform Act. The specific time periods were determined by review of current experience in the processing of applications for basic certificates. POST does not have access to data that extends to a two-year or longer period of time. However, based upon a representative sampling period that is believed to be reliable, the median, minimum, and maximum number of calendar days for processing applications for basic certificates was determined.

F-2-3

This provision is adopted in order to comply with the Permit Reform Act and establishes the procedure for an appeal of a delay in the issuance of the Basic Certificate and the actions to be taken by the Executive Director.

Current Provisions (re-numbered)

F-2-4

This establishes procedure for the Commission to deny or cancel certificates. Cancellation for conviction of a felony implements requirements of statutory law (Penal Code Section 13510.1 (f)) and Section 1011 (b) of the Regulations which in addition establishes additional bases for cancellation. The basis for denial is also addressed.

F-2-5

This is deemed necessary in order that the Commission receives information required to initiate appropriate denial or cancellation

action. Possession of certificates for which an individual is not entitled can lead to improper employment and compensation decisions by employers of peace officers. Timely notification of such circumstances and appropriate investigation and action by the Commission assure respect for the Commission's Professional Certification Program and the integrity of peace officers.

F-2-6

This provides for proper notice to affected individuals that an investigation has started.

F-2-7 a thru c

These provisions establish procedure for notification of the decision to deny or cancel a certificate and criteria for response and appeal.

F-2-8

This provides procedure for the hearing of appeals.

REGULATIONS

1010. Eligibility for Participation

- (a) To be eligible for participation in the POST Program, a jurisdiction or agency must adhere to the minimum standards for selection and training as defined in Regulations 1002, 1005, and 1009 for every peace officer employed by the jurisdiction or agency.
- (b) A jurisdiction or agency shall be ineligible to participate if it:
 - (1) Employs one or more peace officers who do not meet the minimum standards for employment; or
 - (2) Does not require that every peace officer satisfactorily completes the required training as prescribed in these Regulations; or
 - (3) Has in its employ any Regular Program peace officer hired after January 1, 1971, but before January 1, 1988, who has not acquired the Basic Certificate within six months after date of completion of 12 months of satisfactory service from the date first hired as a peace officer, or as otherwise determined by the Commission in PAM, Section F-1-5-a; or

- (4) Effective upon entry into the Specialized Program, has in its employ any specialized peace officer hired ~~thereafter~~ before January 1, 1988 who has not acquired the Basic Certificate within six months after date of completion of 12 months of satisfactory service from the date first hired as a peace officer; or
- (5) Has in its employ any regular or specialized program peace officer hired after January 1, 1988, who has not acquired the Basic Certificate upon completion of probation, but not later than 24 months after employment (except when the agency's probation period is 24 months, an additional three months shall be allowed); or
- (6) ~~(5)~~ Fails to permit the Commission to make such inquiries and inspection of records as may be necessary to verify claims for reimbursement or to determine whether the jurisdiction or agency is, in fact, adhering to the Commission's Regulations.
- (c) If it appears to the Commission that a jurisdiction or agency has failed to adhere to the minimum standards for recruitment, selection or training, the Commission shall notify the jurisdiction or agency of its concern and of the jurisdiction's or agency's probable ineligibility for participation. The Commission shall request that the agency or jurisdiction comply with the minimum standards. In the event that the jurisdiction or agency fails to comply, the Commission shall afford the concerned jurisdiction's or agency's official representatives the opportunity to appear before the Commission and present

appropriate evidence or testimony. If the Commission finds that the standards have not been adhered to, it must, beginning with a date determined by the Commission, reject all of the jurisdiction's or agency's requests for services or benefits. A jurisdiction or agency may be reinstated in the Program and again become eligible for participation when, in the opinion of the Commission, the jurisdiction or agency has demonstrated that it will adhere to the prescribed standards. The period during which the jurisdiction or agency shall remain ineligible for services or benefits shall be at the discretion of the Commission.

PAM Section F-1-5-a adopted effective _____ is herein incorporated by reference.

1011. Certificates and Awards

- (a) Certificates and awards are presented by the Commission in recognition of achievement of education, training, and experience for the purpose of raising the level of competence of law enforcement officers and to foster cooperation among the Commission, agencies, groups, organizations, jurisdictions and individuals.
- (b) Professional certificates shall remain the property of the Commission. Certificates may be denied or cancelled when:
 - (1) A peace officer is adjudged guilty of a felony; or

- (2) If the certificate was obtained through misrepresentation, or fraud; or
- (3) The certificate was issued due to administrative error.
- (c) Whenever a peace officer, or a former peace officer, is adjudged guilty of a felony, the employing department in the case of a peace officer, or the department participating in the POST Program that is responsible for the investigation of the felony charge against a former peace officer, shall notify the Commission within 30 days following the final adjudicative disposition. The notification shall include the person's name, charge, date of adjudication, case number and court, and the law enforcement jurisdiction responsible for the investigation of the charge.
- (d) Requirements for the denial or cancellation of professional certificates are as prescribed in PAM₂ Section F-2.
- (e) Regular Certificates, and Specialized Law Enforcement Certificates, i.e., Basic, Intermediate, Advanced, Supervisory, Management and Executive Certificates are provided for the purpose of fostering professionalization, education and experience necessary to adequately accomplish the general or specialized police service duties performed by regular or specialized peace officers. Requirements for the Certificates are as prescribed in PAM₂ Section F-1.

PAM Section F-1 adopted effective is hereby incorporated by reference.

PAM Section F-2 adopted effective is hereby incorporated by reference.

(2) If the certificate was obtained through misrepresentation, or fraud; or

(3) The certificate was issued due to administrative error.

(c) Whenever a peace officer, or a former peace officer, is adjudged guilty of a felony, the employing department in the case of a peace officer, or the department participating in the POST Program that is responsible for the investigation of the felony charge against a former peace officer, shall notify the Commission within 30 days following the final adjudicative disposition. The notification shall include the person's name, charge, date of adjudication, case number and court, and the law enforcement jurisdiction responsible for the investigation of the charge.

(d) Requirements for the denial or cancellation of professional certificates are as prescribed in PAM, Section F-2.

(e) Regular Certificates, and Specialized Law Enforcement Certificates, i.e., Basic, Intermediate, Advanced, Supervisory, Management and Executive Certificates are provided for the purpose of fostering professionalization, education and experience necessary to adequately accomplish the general or specialized police service duties performed by regular or specialized peace officers. Requirements for the Certificates are as prescribed in PAM, Section F-1.

PAM Section F-1 adopted effective is hereby incorporated by reference.

PAM Section F-2 adopted effective is hereby incorporated by reference.

REGULAR AND SPECIALIZED LAW ENFORCEMENT CERTIFICATE PROGRAM

Purpose

1-1. The Professional Certificate Program: This Commission procedure describes the Professional Certificate Program established in Section 1011 of the Regulations.

General Provisions

1-2. Eligibility:

- a. To be eligible for the award of a Regular Program Certificate, an applicant must currently be a full-time peace officer employed and paid as such in a participating California agency, and have satisfactorily completed the Basic Course listed in PAM, Section D-1-3.
- b. To be eligible for the award of a Specialized Law Enforcement Certificate, an applicant must currently be a full-time peace officer employed and paid as such in a participating California agency, and have satisfactorily completed a specialized basic course listed in PAM, Section D-1.

- c. Notwithstanding the provisions of subsections a and b, ~~Full-time,~~
paid peace officer employees of cities, counties and dis- tricts
authorized to maintain police departments are eligible for award of a
basic certificate if they are required by Penal Code Section 832.4 to
attain such a certificate, and their employing agency does not
participate in the POST Program. This eligibility shall pertain only
to award of a basic certificate, which shall be issued only after
compliance with all other conditions for basic certificate award
expressed elsewhere in law and the PAM.
- d. ~~Effective January 1, 1988, a~~ currently employed peace officer who
has satisfactorily completed the regular Basic Course, regardless of
completion date, and was issued the Specialized Basic Certificate
and/or higher level Specialized Certificates, may apply for issuance
of the Regular Basic and/or higher level Regular Certificates.
- e. A currently employed peace officer who has been awarded a Basic
Certificate listing an experience category may apply for another
Basic Certificate, after completing the required experience in the
new agency category.

1-3. Application Requirements

- a. ~~All~~ Each applications for award of a certificates covered in this
procedure shall be completed on the prescribed Commission form
entitled "~~POST~~ Certificate Application", POST 2-116 (Rev. ~~1/85~~ 2/88).

b. Each applicant shall attest that he or she subscribes to the Law Enforcement Code of Ethics.

c. ~~The application for a certificate shall provide for the following recommendation of the department head~~ shall sign the following statement which appears on the application:

(1) "I recommend that the certificate be awarded. I attest that the applicant has completed a period of satisfactory service ~~of no less than 12 months~~ or probation as provided in Section 1010b 3, 4, or 5 of the Commission's Regulations and has been employed in compliance with the minimum standards set forth in Section 1002 of the Commission's Regulations. The applicant in my opinion is of good moral character and is worthy of the award. My opinion is based upon personal knowledge or inquiry. The personnel records of this jurisdiction/agency substantiate my recommendation."

(2) When a department head is the applicant, the above recommendation shall be made by the department head's appointing authority such as the city manager or mayor, or in the case of a Specialized Agency, the applicant's superior. Elected department heads are authorized to submit an application with only their personal signature.

Education, Training, Experience

1-4. Basis for Qualification: To qualify for award of certificates, applicants shall have completed combinations of education, training and experience as prescribed by the Commission.

- a. Training Points: Twenty classroom hours of police training acknowledged by the Commission shall equal one training point. Such training must be conducted in a classroom or other appropriate site, in increments of two hours or more, taught by a qualified instructor, concluded with appropriate testing, and for which records are kept.
- b. Education Points: One semester unit shall equal one education point and one quarter unit shall equal two-thirds of a point. Such units of credit shall have been awarded by an accredited college or university.
- c. All education and training must be supported by copies of transcripts, diplomas and other verifying documents attached to the Application for POST Certificate. Units of credit transferred from one accredited college to another must be documented by transcripts from both such colleges. When college credit is awarded, it may be counted for either training or education points, whichever is to the advantage of the applicant.
- d. Training acquired in completing a certified Basic Course may be credited toward the number of training points necessary to obtain the Intermediate or Advanced Certificate. When education points as well

as training points are acquired in completing the Basic Course, the applicant may select, without apportionment, the use of either the education points or the training points.

- e. For the Regular or Specialized Certificate Programs, law enforcement experience in California as a full-time, paid peace officer may be accepted for the full period of such experience.
- f. In other law enforcement categories (e.g., out-of-state or military law enforcement experience) ~~designated by the Commission, the acceptability of~~ the required experience shall be ~~determined~~ accepted by the Commission, not to exceed a maximum ~~total~~ of five years. The experience must be documented and the name of the organization(s) indicated, years of service, duties performed, and types of responsibility.
- g. The Supervisory, Management, and Executive Certificates each require two years of satisfactory experience in the capacity designated in F-1-8(d), F-1-9(d) or F-1-10(d).

Middle management experience ~~may~~ shall be ~~substituteable~~ substitutable for supervisory experience. Department head experience ~~may~~ shall be ~~substituteable~~ substitutable for middle management or supervisory experience. An aggregate of four years' experience (with at least two years of experience at the higher rank) is required to receive both the Supervisory and Management Certificates; an aggregate of six years' experience (with at least two years of experience at the higher rank) is required before all three certificates may be awarded.

Professional Certificates

1-5. The Regular or Specialized Basic Certificate: In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Basic Certificate must:

- a. If employed after January 1, 1988, ~~have~~ satisfactorily completed a ~~the period of satisfactory service probation in the appropriate~~ ~~program for which the certificate is being sought~~, of no less than one year, as attested to by the department head. An applicant must acquire the certificate upon completion of probation but within 24 months of date of hire. If the local probation period is 24 months, an additional 3 months shall be allowed for obtaining the certificate. For officers employed before January 1, 1988, they must have completed a period of satisfactory service of no less than one year. The Executive Director shall have the authority to determine the manner in which the ~~18-month~~ time periods ~~is~~ are calculated, when there is change of employers, injury, illness, or other such extraordinary circumstances over which the applicant or department may have little or no control.
- b. Have satisfactorily met the appropriate POST Basic Course training requirement.

The certificate shall include the applicant's name and experience category of the employing agency.

1-6. The Regular or Specialized Intermediate Certificate: In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Intermediate Certificate must:

- a. Possess or be eligible to possess a ~~B~~basic ~~C~~certificate; and
- b. Satisfy the ~~appropriate~~ prerequisite ~~B~~basic ~~C~~course training requirement as described in Section 1005(a), and have acquired the training and education points and/or the college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

Minimum Training Points

Required	15	30	45
----------	----	----	----

Minimum Education Points

or Degree Required

15	30	45
----	----	----

Associate

Degree

Baccalaureate

Degree

Years of Law Enforcement

Experience Required

8	6	4	4	2
---	---	---	---	---

1-7. The Regular or Specialized Advanced Certificate: In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Advanced Certificate must:

- a. Possess or be eligible to possess an ~~intermediate~~ certificate; and
- b. Satisfy the ~~appropriate~~ prerequisite ~~basic~~ course training requirement and have acquired the training and education points and/or the college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

Minimum Training Points

Required	30	45
----------	----	----

Minimum Education Points			Associate	Baccalaureate	Master
or Degree Required	30	45	Degree	Degree	Degree

Years of Law Enforcement

Experience Required	12	9	9	6	4
---------------------	----	---	---	---	---

1-8. The Regular or Specialized Supervisory Certificate: In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Supervisory Certificate must:

- a. Possess or be eligible to possess the an ~~intermediate~~ certificate; and
- b. Have no less than 60 college semester units awarded by an accredited college; and

c. Satisfactorily meet the training requirement of the Supervisory Course; and

d. Have served satisfactorily for a period of two years as a first-line supervisor, middle manager, assistant department head, or department head as defined, respectively, in Sections 1001 (k), (p), (d), and (i) of the Regulations.

The certificate shall include the applicant's name, official title, and name of employing jurisdiction or agency.

1-9. The Regular or Specialized Management Certificate: In addition to the requirements set forth in paragraphs, 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Management Certificate must:

a. Possess or be eligible to possess the an ~~Advanced~~ Certificate; and

b. Have no less than 60 college semester units awarded by an accredited college and;

c. Satisfactorily meet the training requirement of the Management Course; and

d. Have served satisfactorily for a period of two years as a middle manager, assistant department head, or department head as defined, respectively, in Sections 1001 (p), (d), and (i) of the Regulations.

The certificate shall include the applicant's name, official title and name of employing jurisdiction or agency. When a holder of a Management Certificate transfers as an assistant department head or middle manager to another jurisdiction, a new certificate may be issued upon request, as provided for in PAM, Section F-3, displaying the name of the new jurisdiction.

1-10. The Regular or Specialized Executive Certificate: In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Executive Certificate must:

- a. Possess or be eligible to possess ~~the~~ an Aadvanced Certificate; and
- b. Have no less than 60 college semester units awarded by an accredited college; and
- c. Satisfactorily meet the training requirements of the Executive Development Course; and
- d. Have served satisfactorily for a period of two years as a department head as defined in Section 1001 (i) of the Regulations.

The certificate shall include the applicant's name, official title and name of employing jurisdiction. When a holder of an Executive Certificate transfers as a department head to another jurisdiction, a new certificate may be issued upon request, as provided for in PAM Section F-3, displaying the name of the new jurisdiction or agency.

Historical Note:

Section F-1 adopted and incorporated by reference into Commission
Regulations 1010(b)(3) and 1011(e) on _____.

ISSUANCE, DENIAL OR CANCELLATION OF PROFESSIONAL CERTIFICATES

Purpose

2-1. Issuance, Denial or Cancellation of Professional Certificates: This Commission Procedure provides for the issuance, denial or cancellation of POST Professional Certificates as described in ~~PAM~~, Section 1011(b) of the Regulations.

2-2. Issuance of Certificates: A Professional Certificate shall be issued following receipt of a Certificate Application, Form 2-116, that provides all of the required information listed on the form (i.e., information that: will be used to identify the applicant, lists present and previous law enforcement experience, and training and educational achievements). Verifying documents shall be attached to the application to substantiate satisfaction of the prerequisites for the award of the certificate. The time period for the processing and issuance of the Basic Certificate shall be: a median of 24 days, a minimum of 15 days, and a maximum of 35 days from the date of receipt of a complete and accepted application; or the applicant shall be notified within the same time period that the application is not acceptable and what specific prerequisite is required. The processing of Basic Certificate applications shall be given precedence over the processing of applications for all other certificates. The determination of time periods established in this section are calendar days based on the date of initial receipt of an application and the last resubmission date thereafter.

2-3. Appeal When Maximum Time Period is Exceeded: When an application for a basic certificate has not been acted upon by issuance, return for additional information or denial within the time periods established above, the applicant can appeal directly to the Executive Director.. The Executive Director shall determine whether the maximum time period was exceeded, and when confirmed, order the prompt issuance of the certificate if the established maximum time period was exceeded without good cause providing the applicant is qualified for the issuance of a basic certificate.

Denial or Cancellation

~~2-2.~~ 2-4. Right to Deny or Cancel: Professional Certificates remain the property of the Commission, and the Commission has the right to deny issuance of a certificate when the person does not satisfy a prerequisite for issuance of a certificate, or cancel any certificate when:

- a. The person is adjudged guilty of a felony; or
- b. The certificate was issued by administrative error; or
- c. The certificate was obtained or the application was submitted involving misrepresentation or fraud.

~~2-3.~~ 2-5. Notification by Department Head: When a department head obtains information that a certificate should be denied or cancelled because of any of the conditions listed in paragraph 2-~~24~~ above, ~~it shall be the department head's~~ administrator responsibility to shall immediately notify the Commission.

Investigation

2-4. 2-6. Initiation of Investigation: ~~When it is brought to the attention~~
~~of the Commission is notified~~ that a professional certificate has or may have
been issued involving conditions listed ~~under~~ in paragraph 2-~~24~~, subsections
a, b, or c, the Executive Director shall ~~initiate an investigatione into the~~
~~matter the allegation.~~ The department ~~head~~ administrator and the concerned
individual shall be notified in writing of the initiation of the investigation.

Notice of Denial or Cancellation

~~2-5.~~ 2-7. Notification of Denial or Cancellation: If the facts developed by
the investigation of the case appear to substantiate cause for denial or
cancellation of the certificate, the individual concerned shall be notified.

- a. If a professional certificate ~~is~~ has been applied for and it is
determined that one or more of the prerequisites for the issuance of
the certificate has not been satisfied, the concerned ~~person~~
individual, via the person's department head, shall be notified in
writing of the denial of the issuance of the certificate and given an
explanation of the reason for denial.
- b. If the reason for cancellation of a certificate is that the person
has been adjudged guilty of a felony, a certified copy of the
abstract of judgment shall be obtained. After ensuring that the time
has ended for the criminal appellate process, the individual

concerned shall be notified by certified mail that it is POST's understanding that the individual has been convicted of a felony. The notice shall include a copy of the abstract of judgment, the demand that the individual return the certificate to POST, the statement that POST has no discretion under Penal Code Section 13510.1(f), and that cancellation upon conviction of a felony is mandatory. The notice shall also state that the certificate shall be deemed cancelled on the 45th day following the mailing of the notice, during which time the individual ~~may~~ can respond in writing with documentation showing he or she has not been convicted of a felony.

- c. If the facts determined in the investigation substantiate cause for cancellation involving a condition listed under paragraph 2-~~24~~, subsections b or c, the individual concerned shall be so notified by certified mail of the grounds for the proposed cancellation. The notice shall direct the individual to return the certificate. The individual's department head shall also be notified. The notice shall also state that the certificate shall be deemed cancelled on the 45th day following the mailing of the notice. Before the expiration of the 45th day, if the individual desires a hearing, he or she must respond in writing with documentation showing that the reason for cancellation of the certificate is unfounded.

Hearing

2-6. 2-8. Procedures for Hearing: If the ~~holder of~~ individual who has been issued a certificate which is proposed for cancellation ~~under~~ based on

paragraph 2-24, subsections b or c, desires a hearing regarding such action, the individual must notify the Commission in writing of the desire for a hearing within 45 days of the mailing of the notice of cancellation. The individual shall provide with the request for hearing all documentation he or she believes proves that the reason for cancellation of the certificate is unfounded.

- a. All hearings shall be conducted in conformance with the Administrative Procedures Act (Government Code Section 11340 et. seq.). All hearings shall be conducted by a qualified hearing officer who shall prepare a proposed decision in such form that it may be adopted as the decision in the case. The Commission shall decide the case.
- b. The Commission may decide the case on the basis of the transcript of the hearing conducted by the hearing officer.
- c. That portion of a meeting of the Commission to consider and decide upon evidence introduced in a hearing conducted as provided for in paragraph 2-68, subsection a, regarding cancellation of a professional certificate may be closed to the public.

Historical Note:

Section F-2 adopted and incorporated by reference into Regulation 1011(d)
on _____.

COMMISSION AGENDA ITEM REPORT			
Agenda Item Title Request to Allow Completion of Command College as Training Requirement for Executive Certificate		Meeting Date April 21, 1988	
Bureau Center for Executive Development	Reviewed By	Researched By Ted Morton	
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 3-25-88	Date of Report March 7, 1988	
Purpose:		<input type="checkbox"/> Yes (See Analysis per details) <input checked="" type="checkbox"/> No	
<input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact			
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.			

ISSUE:

Should successful completion of the Law Enforcement Command College be deemed to meet the Commission training requirement for the Executive Certificate?

BACKGROUND:

Commission F-1-10 requires an applicant for the Executive Certificate to meet the following requirements to receive the award:

- o Possess or be eligible to possess the advanced certificate; and
- o Have no less than 60 college semester units awarded by an accredited college; and
- o Satisfactorily meet the training requirements of the Executive Development Course; and
- o Have served satisfactorily for a period of two years as a department head as defined in Section 1000(i) of the Regulations.

Prior to attendance at the Executive Development course the officer must have satisfactorily completed the requirements of the management course Regulation 1005(e)(i).

During the period 1974-1976, Commission policy allowed certain educational requirements for receiving the Executive Certificate to substitute for actual attendance at the Executive Development Course. They were:

- o A bachelor's degree in police administration, public administration, or business administration.
- o Completion of a course in personnel management, police administration and budget process - all upper division work as part of a total of 21 semester units in police, public, or business administration.
- o Municipal police administration - the International City Manager's Association Course through University of Chicago Resident course.
- o U.S.C., School of Public Administration - 12 or 16 week Institute in Police Management.,

After 1976, Commission procedures were changed requiring actual attendance and completion of the Executive Development Course to meet the training requirements for the Executive Certificate.

Chief of Police Harold Barker, City of Folsom, has asked that his completion of the Command College (June, 1987) be considered as meeting the training requirement for the Executive Certificate. (See letter attached).

ANALYSIS:

The Executive Development Course is designed to teach both a practical and conceptual approach to current issues facing law enforcement managers on a daily basis. The Command College, requiring a greater commitment, prepares the participants to analyze current issues, forecast the impact and effect of those issues, study probability and alternatives for the future, develop intervention strategies, and thereby influence the future of California law enforcement in a proactive way. While some of the same topics are addressed, the Executive Development Course and the Command College are fundamentally different.

In April, 1986, a representative group of chiefs met in Sacramento and discussed Command College policy. One of the topics centered on the Command College meeting the training requirements for the Executive Certificate. After discussion the unanimous decision of the chiefs was for POST to not allow the Command College to be considered as meeting the training requirements for the Executive Certificate. They felt the Executive Development Course primarily dealt with day-to-day issues so that managers could react to those issues. They further determined that the Command College prepared managers to think proactively, preparing for issues before they occur. The chiefs agreed that it would be appropriate for chiefs and sheriffs to attend both courses.

There is, however, rationale for approving the request. In approving the request, the Commission could consider the difficulty of and commitment to the 2-year Command College program and conclude that there is a much greater effort for completion than in attending the 2-week Executive Development Course. The Commission may want to consider the viable option of allowing chiefs to meet the training requirements for award of the Executive Certificate by attendance and successful completion of either the Executive Development Course or the Law Enforcement Command College. If the decision is to approve the request for the Command College to meet the training requirements of the Executive Certificate it will be necessary for the Commission to schedule and receive input at a public hearing to consider a change in the Regulations. The present Regulations do not allow substituting other training to meet the requirements of the Executive Certificate.

If the Command College were deemed to meet the training requirement for the certificate it could result in future criticisms that the Executive Development Course is downgraded in importance. Additionally, it would result in the Executive Certificate being awarded on two different, non-equivalent bases. This would tend to obscure the qualifications met by the certificate holder. In addition the certificate would indicate completion of the training requirement not which program of training. To some this could mean a holder of the certificate completed both courses, rather than either/or. The precedent could also result in other requests to waive attendance of the Executive Development Course for other reasons.

RECOMMENDATIONS:

Maintain current policy.

**CITY OF FOLSOM
POLICE DEPARTMENT**

50 Natoma Street
Folsom, California 95630



November 12, 1987

Mr. Norm Boehm, Ph.D.
Executive Director
Commission on Peace Officer Standards and Training
1601 Alhambra Boulevard
Sacramento, CA 95816

Re: Appeal to the Commission

Dear Norm:

On two occasions, I have asked P.O.S.T. to consider allowing the Command College to suffice for the requirement of attendance at the Executive Development Course for the issuance of the executive certificate. On both occasions, I have been politely told no. A copy of the second such response is attached.

I would like to take my case to the Commission for their consideration. I am in no way trying to demean Tom Farnsworth's understanding of policy. I am merely trying to have this policy reviewed in the light of my rationale.

I would be pleased to meet with the Commission at any location that they are convening; however, close to Sacramento would be preferable from an economical standpoint.

I have taken the liberty to include the contents of my file on this issue for your perusal.

Thank you in advance for considering my request.

Sincerely,

A handwritten signature in cursive script, appearing to read "Hal".

Hal Barker
Chief

HNB/ksc

cc: File

APR 08, 1988

PEACE OFFICERS STANDARDS AND TRAINING

PAGE 001

P101 PEACE OFFICER RECORD

SOCIAL SEC NO 555 48 7229

P

NAME BARKER, HAROLD N
AGENCY FOLSOM PDSEX RACE BIRTH DT
M W 08 04 37----- CREDIT POINTS EVALUATION -----
EDU TRAIN POINTS ED/TR INSTITUTION COMMENT
CSC LA
10 VENTURA CPOST CERTIFICATE RECORD
CERT NUMB ISSUE DT
M 06 15 71
A 02 28 65

*COMMENT DUP MGT CERT ISSUED 9-76

*COMMENT POST 1-208

----- EMPLOYMENT RECORD -----

AGENCY	HIREDATE	TO DATE	S	RANK	PRM-DATE	AGENCY NAME
34010	05 14 84	00 00 00		CHF	00 00 00	FOLSOM PD
41070	09 07 83	00 00 00		RI	00 00 00	HALF MOON BAY PD
41000	07 01 74	07 31 83	1	ASH	08 10 75	SAN MATEO COUNTY SO
56060	03 16 59	07 01 74			00 00 00	SANTA PAULA PD

----- TRAINING RECORD -----

COMDATE	C	CRS	CNT	NO	R	HRS	CLAIM	AGENCY	SCHOOL	COURSE NAME
03 01 75	C	242100	926			40	23503	41000	SF PD	ADVANCED OFFICER COURSE
01 01 65	D	SUPER				0	00000	56060		SUPERVISORY COURSE
02 01 85	F	19187011	403	R		46	0115	34010	POST	UNKNOWN
04 19 85	F	19187012	403	R		36	0201	34010	POST	COMMAND COLLEGE CORE 1 WKSH
08 02 85	F	19187013	503	R		32	0116	34010	POST	COMMAND COLLEGE CORE 1 WKSH
11 01 85	F	19187014	503	R		32	0103	34010	POST	COMMAND COLLEGE CORE 1 WKSH
01 24 86	F	19187021	503	R		31	0114	34010	POST	COMMAND COLLEGE CORE 2 WKSH
03 14 86	F	19187022	503	R		36	0103	34010	POST	COMMAND COLLEGE CORE 2 WKSH
05 02 86	F	19187023	503	R		34	0103	34010	POST	COMMAND COLLEGE CORE 2 WKSH
07 18 86	F	19187024	603	R		36	0103	34010	POST	TECHNOLOGICAL ISSUES
12 05 86	F	19187024	604	R		8	0206	34010	POST	TECHNOLOGICAL ISSUES
04 11 86	F	19187031	503	R		16	0103	34010	POST	COMMAND COLLEGE CORE 3 WKSH
06 19 87	F	19187041	604	R		40	0104	34010	POST	INDEPENDENT STUDY PROJ & GR
10 24 84	H	91010004	02	R		6	0110	34010	CPOERTC	ADMINISTRATIVE INSTITUTES-G
06 28 84	H	91810193	05			17	0203	34010	POST	LAW ENFORCEMENT MGMT SEMINA
02 19 81	H	95620130	01	R		24	88595	41000	CSTI	INTERNATIONAL TERRORISM COU
03 01 77	I	55045064	7			24	45114	41000	GLDN GATE	PLANNING SEMINAR
04 01 79	I	55045073	5			24	66977	41000	GLDN GATE	PLANNING SEMINAR
12 09 80	I	91013100	14	R		6	86542	41000	CPOERTC	LEGISLATIVE UPDATE SEMINAR
03 23 85	I	91411014	01	R		24	0107	34010	ROSS, LEWIS	POLICE CHIEF/CITY MGR SEMIN
01 11 85	I	91811004	05	R		21	0102	34010	POST	LAW ENFORCEMENT EXEC SEMINA
05 08 87	I	91811006	13	R		8	0208	34010	POST	LAW ENFORCEMENT EXEC SEMINA
09 24 87	I	91811007	01	R		24	0206	34010	POST	LAW ENFORCEMENT EXEC SEMINA
06 01 78	I	95645266	6			24	58684	41000	CSTI	INTL TERRORISM SEMINAR
04 01 78	J	95672217	0	J		47	56430	41000	CSTI	INVESTIGATION VIOLENT CRIME
11 01 76	K	91870043	6			20	43172	41000	POST	POST SPECIAL SEMINAR
04 01 75	K	92672667	8			36	23674	41000	DOJ	CRIMINAL INTELL. COMMANDER
06 01 77	K	95675016	6			47	47200	41000	CSTI	CIVIL EMERGENCY MANAGEMENT
10 01 76	K	95675219	1			47	43173	41000	CSTI	POLITICAL VIOLENCE & TERROR
04 01 70	K	PTO				22	00019	56060		POLICE TRAINING OFFICER
10 01 71	K	TPMI				40	00000	56060		TRAFFIC PROGRAM MGMT INSTIT
09 01 78	K	39267930	88			32	61134	41000	DOJ	PRISON GANG ACTIVITY
03 30 83	K	99362176	204	R		24	A8151	41000	NATL ALCHL	EMPLOYEE ASSIST TRNG FOR SU

**CITY OF FOLSOM
POLICE DEPARTMENT**

50 Natoma Street
Folsom, California 95630



November 12, 1987

Mr. Norm Boehm, Ph.D.
Executive Director
Commission on Peace Officer Standards and Training
1601 Alhambra Boulevard
Sacramento, CA 95816

Re: Appeal to the Commission

Dear Norm:

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I would be pleased to meet with the Commission at any location that they are convening; however, close to Sacramento would be preferable from an economical standpoint.

I have taken the liberty to include the contents of my file on this issue for your perusal.

Thank you in advance for considering my request.

Sincerely,

A handwritten signature in cursive script, appearing to read "Hal", is written over the typed name.

Hal Barker
Chief

HNB/ksc

cc: File

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083GENERAL INFORMATION
(916) 739-5328EXECUTIVE OFFICE
(916) 739-3864BUREAUS
Administrative Services
(916) 739-5354Center for Executive
Development
(916) 739-2093Compliance and Certificates
(916) 739-5377Information Services
(916) 739-5340Management Counseling
(916) 739-3868Standards and Evaluation
(916) 739-3872Training Delivery Services
(916) 739-5394Training Program Services
(916) 739-5372Course Control
(916) 739-5399Professional Certificates
(916) 739-5391Reimbursements
(916) 739-5367Resource Library
(916) 739-5353

November 24, 1987

Chief Hal Barker
Folsom Police Department
50 Natoma Street
Folsom, CA 95630

Dear Hal:

The information provided to you by POST staff concerning eligibility for the Executive Certificate is correct. The regulation includes completion of the Executive Development Course. Changes in Commission Regulations require public hearings and if approved by the Commission, a review by the State Office of Administrative Law.

The question of chiefs meeting the educational requirements for the Executive Certificate through completion of the Command College was presented to a group of chiefs representing the Cal-Chiefs Training Committee at a meeting on April 23, 1986. This meeting, chaired by Commissioner Bob Wasserman, included four chief Command College students. It was unanimously voted on to not allow the completion of the Command College to be used to meet the educational requirements of the Executive Certificate. As a result of this meeting, the matter was not taken to the full Commission for consideration. The differences in the two courses and the different reasons for students attending were considered at the time of the April 23 meeting.

As you have requested, I will present your letter and concern to the Commission for their consideration at the meeting of January 21, 1988 in San Diego.

Sincerely,

NORMAN C. BOEHM
Executive Director

APR 08, 1988

PEACE OFFICERS STANDARDS AND TRAINING

PAGE 001

P101 PEACE OFFICER RECORD

SOCIAL SEC NO 555 48 7229

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08 02 85	F	19187013503	R			32	0116	34010	POST	COMMAND COLLEGE CORE 1 WKSH
11 01 85	F	19187014503	R			32	0103	34010	POST	COMMAND COLLEGE CORE 1 WKSH
01 24 86	F	19187021503	R			31	0114	34010	POST	COMMAND COLLEGE CORE 2 WKSH
03 14 86	F	19187022503	R			36	0103	34010	POST	COMMAND COLLEGE CORE 2 WKSH
05 02 86	F	19187023503	R			34	0103	34010	POST	COMMAND COLLEGE CORE 2 WKSH
07 18 86	F	19187024603	R			36	0103	34010	POST	TECHNOLOGICAL ISSUES
12 05 86	F	19187024604	R			8	0206	34010	POST	TECHNOLOGICAL ISSUES
04 11 86	F	19187031503	R			16	0103	34010	POST	COMMAND COLLEGE CORE 3 WKSH
06 19 87	F	19187041604	R			40	0104	34010	POST	INDEPENDENT STUDY PROJ & GR
10 24 84	H	9101000402	R			6	0110	34010	CPOERTC	ADMINISTRATIVE INSTITUTES-G
06 28 84	H	9181019305				17	0203	34010	POST	LAW ENFORCEMENT MGMT SEMINA
02 19 81	H	9562013001	R			24	88595	41000	CSTI	INTERNATIONAL TERRORISM COU
03 01 77	I	550450647				24	45114	41000	GLDN GATE	PLANNING SEMINAR
04 01 79	I	550450735				24	66977	41000	GLDN GATE	PLANNING SEMINAR
12 09 80	I	9101310014	R			6	86542	41000	CPOERTC	LEGISLATIVE UPDATE SEMINAR
03 23 85	I	9141101401	R			24	0107	34010	ROSS, LEWIS	POLICE CHIEF/CITY MGR SEMIN
01 11 85	I	9181100405	R			21	0102	34010	POST	LAW ENFORCEMENT EXEC SEMINA
05 08 87	I	9181100613	R			8	0208	34010	POST	LAW ENFORCEMENT EXEC SEMINA
09 24 87	I	9181100701	R			24	0206	34010	POST	LAW ENFORCEMENT EXEC SEMINA
06 01 78	I	956452666				24	58684	41000	CSTI	INTL TERRORISM SEMINAR
04 01 78	J	956722170	J			47	56430	41000	CSTI	INVESTIGATION VIOLENT CRIME
11 01 76	K	918700436				20	43172	41000	POST	POST SPECIAL SEMINAR
04 01 75	K	926726678				36	23674	41000	DOJ	CRIMINAL INTELL. COMMANDER
06 01 77	K	956750166				47	47200	41000	CSTI	CIVIL EMERGENCY MANAGEMENT
10 01 76	K	956752191				47	43173	41000	CSTI	POLITICAL VIOLENCE & TERROR
04 01 70	K	PTO				22	00019	56060		POLICE TRAINING OFFICER
10 01 71	K	TPMI				40	00000	56060		TRAFFIC PROGRAM MGMT INSTIT
09 01 78	K	3926793088				32	61134	41000	DOJ	PRISON GANG ACTIVITY
03 30 83	K	99362176204	R			24	A8151	41000	NATL ALCHL	EMPLOYEE ASSIST TRNG FOR SU

P101 PEACE OFFICER RECORD

----- TRAINING RECORD -----

COM	DATE	C	CRS	CNT	NO	R	HRS	CLAIM	AGNCY	SCHOOL	COURSE NAME
09	16	84	M	9795000401	R	24	0101	34010	MGMT DEV	TBW - FOLSOM PD	
03	24	81	N	9181320030	R	8		41000	POST	EMERGENCY PREPAREDNESS	
05	18	81	N	9181320059	R	8		41000	POST	EXEC COMMAND SEM-DIABLO CYN	
01	31	86	N	9181320558	R	16	0104	34010	POST	L.E. SYMPOSIUM ON THE FUTUR	
10	01	79	N	9181320912		16	73694	41000	POST	POST SPECIAL SEMINAR	
04	11	80	N	9181320939		23	80489	41000	POST	POST SPECIAL SEMINAR	
12	01	69	X	DCI		40	00005	56060		DELINQUENCY CONTROL INSTITU	
03	01	70	X	TG		8	00011	56060		CHEMICAL AGENTS	

- * How was basic training satisfied?
- * What was the basis for the award of the Advanced Certificate? BT 2 years & 6 years?
- * How was the Mgt Course requirement satisfied for the Mgt. Certificate?

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

E

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Selection and Training Standards for Dispatchers		Meeting Date April 21, 1988
Bureau Compliance & Certificate Services	Reviewed By	Researched By Darrell Stewart <i>DS</i>
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 3-25-88	Date of Report March 18, 1988
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact		<input type="checkbox"/> Yes (See Analysis per details) <input checked="" type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission schedule a public hearing to establish selection and training standards for public safety dispatchers?

BACKGROUND

Assembly Bill 546 (Attachment A) became law on January 1, 1988. The bill amends Penal Code Section 13510 by adding a new subsection (c), and adding Section 13525.

Penal Code Section 13510(c) requires that the Commission adopt rules establishing minimum selection and training standards for public safety dispatchers having a primary responsibility for providing dispatch services for law enforcement agencies described in subsection (a). Subsection (a) includes police, sheriffs, marshals, police of districts authorized to maintain a police department, district attorney criminal investigators, and peace officers of districts receiving state (POST) aid. The law defines "primary responsibility" as performing law enforcement dispatch duties a minimum of 50% of the time worked within a pay period.

Listed in Penal Code Section 13510(c) as eligible departments and entities entitled to participate in the Public Safety Dispatcher Program are "cities, counties, cities and counties, and districts receiving state aid pursuant this chapter." This includes all of the departments currently reimbursable in the reimbursable peace officer program, including the departments defined as districts in Penal Code Section 13507, such as, the University of California, the State University and Colleges, community college districts, school districts, and regional park districts. It also includes consolidated dispatch centers utilized by law enforcement agencies even though they may be independent departments operated by a city, county, or city and county.

Penal Code Section 13525 provides that qualified departments desiring to receive aid for the training of public safety dispatchers shall include the request for aid in its application to the Commission.

POST has not previously developed selection standards for non-sworn personnel such as dispatchers. However, within the past few years considerable time and effort have been expended by POST in developing an entry level training course for dispatchers. POST has certified eight Complaint/Dispatcher Courses statewide based on the 80-hour POST-developed curricula. There are also three certified Complaint/Dispatcher Courses which are less than 80 hours.

The Commission, at its November 5, 1987 meeting, adopted a policy to continue reimbursing departments whose claims for such reimbursement have heretofore been accepted for non-sworn dispatcher training until the new POST Dispatcher Program is implemented.

Staff developed proposed selection and training standards and presented a report to the Commission on January 21, 1988. At that time, concerns were expressed whether sufficient time was spent in discussing the proposal with the ad hoc Dispatcher Standards Advisory Committee, whether the standards should include refresher training requirements, and whether psychological screening should be required as a standard to address the issue of a dispatcher's ability to cope with stress of the job.

After discussion, the Commission moved that staff meet again with the Dispatcher Standards Advisory Committee to discuss the issues and inclusion of psychological testing.

The Dispatcher Standards Advisory Committee (See Attachment B, Roster) met with staff on March 3-4, 1988. The following are the significant issues discussed:

1. Minimum Selection Standards

There was strong interest in the inclusion of psychological screening with the initial standards, but concern exists as to the focus of such screening (emotional stability, ability to cope with stress, or cognitive abilities) and the availability of instruments to implement job-related screening. There was similar interest in including specific disqualifiers such as prohibiting employment of convicted felons. The related concern is that without indepth research, specific disqualifiers may not be supportable or defensible.

2. Basic Training Standards

Some adjustments in topics and hours within the proposed 80-hour Complaint/Dispatcher Course were suggested. Additionally, it was proposed that flexibility, similar to that allowed for the peace officer Basic Course, be allowed to adjust topics and hours within functional areas of the course.

3. Public Safety Dispatcher Definition

The definition determines the employees who would be subject to the standards. There was strong sentiment for imposing the standards on all employees who may work in the complaint dispatcher function, including those who may provide relief for breaks. As a practical matter though, it was suggested that initial standards apply only to those specifically employed to perform complaint/dispatch duties, and that by definition peace officer employees be excluded.

4. 12 Month Probationary Period

It was suggested that a 12-month probation be adopted, but that allowance or exemption be made for those employers whose 6-month probation requirement is tied to existing charter provisions or MOUs.

5. In-Service Training

It was suggested that an in-service training mandate be deferred until after entry-level selection and training standards are enacted. While there is a strong belief in the need for in-service training, there is concern that

employers statewide may not be able to immediately accommodate such a program requirement. The intent is that further study be done pointing towards inclusion of this requirement in the program within the next 18 to 24 months.

6. Certificate Program

There was interest in a professional certificate program for dispatchers. Work should commence on the development of requirements for a certificate program, and that implementation be considered in the future.

ANALYSIS

Implementation of the Dispatcher Standards program requires enactment of regulations concerning participation eligibility, reimbursement for training, standards for selection and training of personnel, and related administrative requirements. This report includes proposals concerning all of these areas. Based upon work conducted by the Commission and staff in prior years, a survey of public safety dispatcher employers conducted in the fall of 1987, and inputs received from an advisory committee convened to assist staff in the formulation of proposed standards; the proposals contained in this report are believed to constitute a reasonable and acceptable foundation for the program.

Public hearing is of course yet to be conducted. Inputs may be received through the hearing process that warrant additions, deletions, and modifications to the proposals.

The proposed standards for selection of personnel are procedural in nature. Hiring decisions following these proposed procedural requirements would be left to the employer.

The Commission's proposed budget for the 1988/89 FY contains funds for the employment of permanent staff to conduct research on dispatcher standards. It is envisioned that 18 to 24 months will be required to conduct statewide job analysis and specific indepth standards research.

This work may lead to the identification of need and justification for the future proposal of additional selection requirements that could be either specific disqualifiers or added procedural requirements. Completion of future research is believed necessary before enactment of standards beyond those proposed in this report.

The initial standards proposed are as follows:

Proposed selection standards:

1. Background Investigation: A thorough background investigation shall be conducted to verify the absence of past behavior indicative of unsuitability to perform public safety dispatcher duties. The background investigation shall include a check of Department of Motor Vehicle records, and a search of local, state, and national fingerprint files to disclose any criminal record. Result of the background investigation shall be reduced to writing and retained by the department.

2. Medical Examination: A medical examination shall be conducted to verify the absence of any medical condition which would preclude the safe and efficient performance of dispatcher duties. Written verification that the medical examination was conducted in accordance with this requirement, signed by a licensed physician and surgeon, shall be retained by the department.
3. Oral Communications: Oral communication skills shall be evaluated to assure the presence of skill levels commensurate with the performance of dispatcher duties.

Proposed training standard:

The POST-developed 80-hour Complaint/Dispatcher Course be adopted as the minimum basic training for public safety dispatchers participating in the program, and that the course be completed within 12 months of hire.

Probation requirement:

Satisfactory completion of at least a 12-month probationary period be required for all public safety dispatchers in the program. Departments with probation periods of less than 12 months, upon entry into the program, can be given time waivers in order to change their probation periods if they are included in ordinances, charters, or MOUs.

It is suggested that the proposed new public safety dispatcher standards be adopted as POST Regulation 1018. Related changes will be required in some existing regulations and procedures including PAM Section E, to limit training reimbursement for dispatchers to departments participating in the reimbursable Dispatcher Program. (See Attachment C, Proposed New Regulation 1018; Attachment D, Other Regulation Changes including Regulation 1003, Notice of Appointment/Termination; and Attachment E, Proposed Procedure changes.)

The proposed definition of a public safety dispatcher, for inclusion in regulation 1001, includes call-takers, dispatchers, and others such as supervisors who are involved in receiving calls for service and/or dispatching law enforcement personnel. The effect of the definition will be that all individuals employed by participating agencies, either full-time or part-time, to perform complaint/dispatch duties will be subject to the selection and training standards if the agency joins the program. Consistent with law, only the full-time employees would be eligible for reimbursement.

Penal Code Section 13510(c) does not specifically provide for the inclusion of all local law enforcement dispatchers nor does it include any state agencies, such as the California Highway Patrol or the State Police in the Public Safety Dispatcher program. These agencies may be included on a non-reimbursable basis, if the Commission desires, by specific language that may be incorporated in Commission Regulations to establish a Specialized Public Safety Dispatcher Program. Because the Commission has allowed non-reimbursable peace officers of participating agencies to participate in a specialized law enforcement program, it is proposed that similar arrangements be made for public safety dispatchers not listed in 13510(c) of the Penal Code.

To enter the Public Safety Dispatcher Programs, a separate ordinance, resolution, or letter of intent will be required of all governmental jurisdictions including those now training dispatchers and receiving POST reimbursement. A sample ordinance, resolution, and letter of intent, along with an informational packet, will be provided to interested agencies.

RECOMMENDATION

Schedule a public hearing on July 21, 1988, to consider adoption of regulations and procedures to implement the Public Safety Dispatcher Program; including the following:

1. Selection standards requiring a background investigation, medical examination, and evaluation of oral communications.
2. Entry level training standard requiring completion of the POST 80-hour complaint/dispatcher course within 12 months of hire.
3. Probation period of at least 12 months.
4. Definition of Public Safety Dispatcher to include those performing complaint reception as well as dispatch duties, and to include part-time employees.
5. Establishment of a voluntary non-reimbursable specialized dispatcher program to allow participation by state agencies and others not eligible for the statutory program.
6. Administrative regulations as described.

Assembly Bill No. 546

CHAPTER 971

An act to amend Section 13510 of, and to add Section 13525 to, the Penal Code, relating to crimes.

[Approved by Governor September 22, 1987. Filed with Secretary of State September 23, 1987.]

LEGISLATIVE COUNSEL'S DIGEST

AB 546, Condit. Local law officers: standards and training.

Existing law requires the Commission on Peace Officer Standards and Training to establish and enforce minimum standards relating to peace officer members of specified entities.

This bill would require the commission to additionally establish and enforce minimum standards relating to local public safety dispatchers, as defined.

Existing law provides for grants of state aid by the commission to local governments and districts from the Peace Officers' Training Fund.

This bill would provide that any governmental entity desiring to receive that state aid for the training of regularly employed and paid local public safety dispatchers shall include the request for that aid in its application to the commission for the aid.

The people of the State of California do enact as follows:

SECTION 1. Section 13510 of the Penal Code is amended to read:

13510. (a) For the purpose of raising the level of competence of local law enforcement officers, the commission shall adopt, and may, from time to time amend, rules establishing minimum standards relating to physical, mental, and moral fitness, which shall govern the recruitment of any city police officers, peace officer members of a county sheriff's office, marshals or deputy marshals of a municipal court, reserve officers as defined in subdivision (a) of Section 830.6, policemen of a district authorized by statute to maintain a police department, regularly employed and paid inspectors and investigators of a district attorney's office as defined in Section 830.1 who conduct criminal investigations, or peace officer members of a district, in any city, county, city and county, or district receiving state aid pursuant to this chapter, and shall adopt, and may, from time to time amend, rules establishing minimum standards for training of city police officers, peace officer members of county sheriff's offices, marshals or deputy marshals of a municipal court, reserve officers as defined in subdivision (a) of Section 830.6, policemen of a district authorized by statute to maintain a police department, regularly employed and paid inspectors and investigators of a district

attorney's office as defined in Section 830.1 who conduct criminal investigations, and peace officer members of a district which shall apply to those cities, counties, cities and counties, and districts receiving state aid pursuant to this chapter. All such rules shall be adopted and amended pursuant to Chapter 3.5 (commencing with Section 11340) of Part 1, of Division 3 of Title 2 of the Government Code.

(b) The commission shall conduct research concerning job-related educational standards and job-related selection standards, to include vision, hearing, physical ability, and emotional stability. Job-related standards which are supported by this research shall be adopted by the commission prior to January 1, 1985, and shall apply to those peace officer classes identified in subdivision (a). The commission shall consult with local entities during the conducting of related research into job-related selection standards.

(c) For the purpose of raising the level of competence of local public safety dispatchers, the commission shall adopt, and may, from time to time amend, rules establishing minimum standards relating to the recruitment and training of local public safety dispatchers having a primary responsibility for providing dispatching services for local law enforcement agencies described in subdivision (a), which standards shall apply to those cities, counties, cities and counties, and districts receiving state aid pursuant to this chapter. All such rules shall be adopted and amended pursuant to Chapter 3.5 (commencing with Section 11340) of Part 1, of Division 3, of Title 2 of the Government Code. As used in this section, "primary responsibility" refers to the performance of law enforcement dispatching duties for a minimum of 50 percent of the time worked within a pay period.

(d) Nothing in this section shall prohibit a local agency from establishing selection and training standards which exceed the minimum standards established by the commission.

SEC. 2. Section 13525 is added to the Penal Code, to read:

13525. Any city, county, city and county, or district which desires to receive state aid pursuant to this chapter for the training of regularly employed and paid local public safety dispatchers, as described in subdivision (c) of Section 13510, shall include that request for aid in its application to the commission pursuant to Sections 13522 and 13523.

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PROPOSED NEW REGULATION

1018. Public Safety Dispatcher Programs

(a) The POST Public Safety Dispatcher Program is established for the purpose of raising the level of competence of public safety dispatchers having primary responsibility for providing dispatching services for local law enforcement agencies listed in subsection (a) of Penal Code Section 13510.

(b) Specialized Public Safety Dispatcher Program

Any public jurisdiction or agency, other than those described in Penal Code Section 13510(a), which employs public safety dispatchers whose primary responsibility is providing dispatch services for law enforcement personnel, may participate in the Specialized Public Safety Dispatcher Program. Such participants shall not be eligible for reimbursement. All rules and procedures, except reimbursement provisions, that apply to the Public Safety Dispatcher Program shall also apply to the Specialized Public Safety Dispatcher Program.

(c) Minimum selection standards for public safety dispatchers

(1) Every public safety dispatcher shall, before hire, be subject to the following requirements:

- a) Background Investigation: A thorough background investigation shall be conducted to verify the absence of past behavior indicative of unsuitability to perform public safety dispatcher duties. The background investigation shall include a check of Department of Motor Vehicle records, and a search of local, state, and national fingerprint files to disclose any criminal record. Results of the background investigation shall be reduced to writing and retained by the department.
- b) Medical Examination: A medical examination shall be conducted to verify the absence of any medical condition which would preclude the safe and efficient performance of dispatcher duties. Written verification of the medical examination having been conducted in accordance with this requirement, signed by a licensed physician and surgeon, shall be retained by the department.
- c) Oral Communications: Oral communication skills shall be evaluated to assure the presence of skill levels commensurate with the performance of dispatcher duties.

1018. Public Safety Dispatcher Program (continued)

(d) Minimum training standards for public safety dispatchers

- (1) Every public safety dispatcher shall satisfactorily complete the POST-certified Basic Complaint/Dispatcher Course as set forth in PAM D-1-7 within 12 months from the date of appointment, promotion, reclassification, or transfer to a public safety dispatcher position.

(e) Probation Period

- (1) Every public safety dispatcher shall demonstrate competence in the performance of the duties of a public safety dispatcher by satisfactory completion of a probationary period of at least 12 months. Upon entry into the program, departments with a probation period of less than 12 months, when established by ordinance, charter, or memorandum of understanding, may be granted a Commission waiver of this requirement until a 12-month probation period can be established.

OTHER REGULATION CHANGES

1001. Definitions

- (h) "Department" in the Regular Program is a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, the California Highway Patrol, the University of California Police, the California State University and Colleges Police, marshals departments, district attorney offices employing investigators, and Community College District Police; in the Specialized Program "department" is a specialized agency, department, division, branch, bureau, unit, section, office or district that provides investigative or general law enforcement services; and in the Public Safety Dispatcher Program and Specialized Public Safety Dispatcher Program, "department" is the governmental entity which provides the dispatch services.
- (l) "Full-time Employment" as defined by local charter or ordinance; and, the employee normally works in excess of 20 hours weekly or 87 hours monthly; and, the employee is tenured or has a right to due process in personnel matters; and, the employee is entitled to ~~public safety~~ workmans compensation and retirement provisions as are other full-time ~~peace officer~~ employees of the same personnel classification in the department.
- (t) "Public Safety Dispatcher" is a non-peace officer who is employed full time or part time to perform duties which include receiving emergency calls for law enforcement service and/or dispatching law enforcement personnel.

NOTE: Present (t) through (z) and (aa) will be relettered.

1003. Notice of ~~Peace Officer~~ Appointment/Termination

Whenever a regular, specialized, limited function, or reserve peace officer is newly appointed, enters a department laterally, terminates, or changes peace officer status within the same agency, the department shall notify the Commission within 30 days of such action on a form approved by the Commission as prescribed in PAM Section C-4, "Notice of ~~Peace Officer~~ Appointment/Termination." For departments in the Public Safety Dispatcher Programs, the form shall be submitted whenever a person is appointed, promoted, reclassified, or transferred to a public safety dispatcher position, or whenever the person is terminated from the position.

1006. Extension of Time Limit for Course Completion

- (a) The Commission may grant an extension of time limit for completion of any course required by Section 1005 or 1018 of the Regulations upon presentation of evidence by a department that a peace officer or dispatcher is unable to complete the required course within the time limit prescribed because of illness, injury, military service, or special duty assignment required and made in the public interest of the concerned jurisdiction; or upon presentation of evidence by a department that a peace officer or dispatcher is unable to complete the required course within the time prescribed. Time extensions granted under this sub-section shall not exceed that which is reasonable, bearing in mind each individual circumstance.

1010. Eligibility for Participation

- (a) To be eligible for participation in the POST Program, a jurisdiction or ~~agency~~ department must adhere to the minimum standards for selection and training as defined in Regulations 1002, 1005, 1009, for every peace officer and 1018 for every ~~peace officer dispatcher~~ employed by the jurisdiction or agency. The minimum standards for selection and training of peace officers and/or public safety dispatchers shall apply only to jurisdictions or departments that have pledged to adhere to these standards.
- (b) A jurisdiction or agency shall be ineligible to participate if it:
- (1) Employs one or more peace officers or dispatchers who do not meet the minimum standards for employment; or
 - (2) Does not require that every peace officer or dispatcher satisfactorily completes the required training as prescribed in these Regulations; or
 - (3) Has in its employ any Regular Program peace officer hired after January 1, 1971, who has not acquired the Basic Certificate within six months after date of completion of 12 months of satisfactory service from the date first hired as a peace officer, or as otherwise determined by the Commission in PAM Section F-1-5-a; or
 - (4) Effective upon entry into the Specialized Law Enforcement Certification Program, has in its employ any specialized peace officer hired thereafter who has not acquired the Basic Certificate within six months after date of completion of 12 months of satisfactory service from the date first hired as a peace officer; or

1015. Reimbursements (continued)

- (5) Fails to permit the Commission to make such inquiries and inspection of records as may be necessary to verify claims for reimbursement or to determine whether the jurisdiction or agency is, in fact, adhering to the Commission's Regulations.

(a) Proportionate Reimbursement

~~In the Regular Program, Reimbursements~~ to cities, counties, and districts shall be granted by the Commission in accordance with Section 13523 Penal Code.

- (1) Marshals' and district attorneys' departments are included in the Regular Program for reimbursement even though individual officers employed by the agencies have retained specialized peace officer classification.
- (2) A jurisdiction that employs limited function peace officers may be reimbursed for allowable expenses related to attendance of POST-certified courses.

(b)

(c) Training Expenses May Be Claimed Only Once

When a ~~Regular Program~~ trainee has attended a course certified by the Commission for which reimbursement has been legally requested and paid, an employing jurisdiction may not receive reimbursement for subsequent attendance by the same trainee of the same course except where attendance of the course is authorized to be repeated periodically, such as for Seminars, Advanced Officer Courses, and selected Technical Courses which deal with laws, court decisions, procedures, techniques and equipment which are subject to rapid development or change. Exceptions or special circumstances must be approved by the Executive Director prior to beginning the training course.

(d)

(e)

- (f) Reimbursement may be made to a jurisdiction which terminates a ~~Regular Program~~ Basic Course trainee, allows a trainee to resign prior to completion of a certified basic course, or if the trainee is unable to complete a certified basic course due to illness, injury, or other physical or academic deficiency, provided the background investigation requirements ~~of Regulation 1002(a)~~ have been completed prior to

1015. Reimbursements (continued)

the trainee's appointment date and the date the course began. The remaining reimbursement entitlement ~~(up to 400 hours maximum)~~ for those trainees eligible to be re-enrolled, may be applied to any certified basic course which is subsequently attended.

- (g) Reimbursement may be paid to a jurisdiction when a ~~Regular Program~~ trainee fails a certified basic course only because of not passing a locally required training subject(s), but the trainee otherwise satisfactorily completes the course.
- (h) When a ~~Regular Program~~ peace officer trainee has attended a POST-certified basic course for which reimbursement has been provided, an employing jurisdiction may receive reimbursement for subsequent attendance of a POST-certified basic training course by the same trainee who has a three-year or longer break in service as a peace officer and must be retrained (1008(b)).
- (i)

Proposed Procedure Changes

Commission Procedure E-1

1-4. General Requirements: General requirements relating to reimbursement are as follows:

6. Non-sworn persons performing police tasks who are to be assigned or are assigned to the following job classes are eligible, without prior approval from POST, to attend training courses, as provided by Regulation Section 1014, that are specific to their assignments. Job descriptions shall be used to determine those positions eligible:

Administrative Positions
~~Communications Technician~~
~~Complaint/Dispatcher~~
Criminalist
Community Service Officer
Evidence Technician
Fingerprint Technician
Identification Technician
Jailer and Matron
Parking Control Officer
Polygraph Examiner
Records Clerk
Records Supervisor
School Resource Officer
Traffic Director and Control Officer

7. Reimbursement for training which is not specific to one of the job classes enumerated in the above paragraph, must be approved by the Commission on an individual basis prior to the beginning of the course, providing such information as specified in Section 1014 of the Regulations.
8. A full-time public safety dispatcher, as defined in Regulation 1001(l) and (t), who is employed by a department or jurisdiction authorized to participate in the Public Safety Dispatcher Program by statute, and which is participating, may attend the POST-certified Basic Complaint/Dispatcher Course required by Regulation 1018, and the jurisdiction may be reimbursed for allowable training expenses up to the maximum hours listed in PAM E-4-3. Eligible public safety dispatchers, as defined above, may attend POST-certified seminars and technical courses which are specific to their assignments, and the jurisdiction may be reimbursed without prior approval from POST. If such seminars and courses are not specific to their assignments, reimbursement must be approved by the Commission prior to the beginning of the course. Training expenses may be reimbursed only for full-time employees as defined in Regulation 1001(l).

Commission Procedure E-4

4-3. Courses With Maximum Reimbursement Limitations: Subsistence, commuter lunch, and travel allowances will be reimbursed up to the date the maximum number of weeks is reached; and salary allowances will be reimbursed up to the maximum number of hours shown for the following courses:

	<u>Weeks/Hours</u>		<u>Weeks/Hours</u>
* Basic Course	13/520	Supervisory Course	2/80
Basic Complaint/			
Dispatcher Course	<u>2/80</u>		
Marshals and Deputy		Advanced Officer Course	1/40
Marshals Basic Training		Executive Development	
requirement is a		Course	2/80
combination of:			
* Basic Course and	9.65/386	Management Course	2/80
Bailiff and Civil			
Process Course	2/80	Management, Supervisory,	
		Executive Seminars	1/40
District Attorney			
Inspectors or			
Investigators Basic			
Training requirement is			
a combination of:			
* Basic Course and	8.55/342		
Investigation and			
Trial Preparation			
Course	2/80		

Commission Procedure D-1

1-7 Basic Complaint/Dispatcher Course. The Basic Complaint/Dispatcher Course contains the following Functional Areas and minimum hours. This course provides instruction regarding entry-level skills and knowledge to personnel whose duties include receiving emergency calls for services and dispatching law enforcement personnel. With prior POST approval, flexibility may be granted to adjust hours between functional areas.

Functional Areas:

<u>1.0 Professional Orientation</u>	<u>(4 hours)</u>
<u>2.0 Administration of Justice</u>	<u>(4 Hours)</u>
<u>3.0 Legal Aspects</u>	<u>(16 Hours)</u>
<u>4.0 Telephone Procedures</u>	<u>(10 Hours)</u>
<u>5.0 Radio Procedures</u>	<u>(10 Hours)</u>
<u>6.0 Dispatch Practicals (Role-play exercise)</u>	<u>(12 Hours)</u>

<u>7.0</u>	<u>Stress Management</u>	<u>(6 Hours)</u>
<u>8.0</u>	<u>Telecommunications</u>	<u>(6 Hours)</u>
<u>9.0</u>	<u>Basic Emergency Medical Services Dispatching</u>	<u>(4 Hours)</u>
<u>10.0</u>	<u>Unusual Incidents</u>	<u>(6 Hours)</u>
	<u>Examinations</u>	<u>(2 Hours)</u>
	<u>Total Minimum Required Hours</u>	<u>(80 Hours)</u>

Training/Probation:

It appears to me that POST should re think its proposal to allow 12 month after employment as a complaint/dispatcher and at the same time require a 12 month probationary period which presumably will start on the date of employment. Thus it appears to me that we will have set a training standard with which these persons will be unfamiliar even though they will be expected to perform satisfactorily—another will be judged during probation on their performance for which they are yet to receive training.

Granted this is the worst case—prudent employers will set the order of events (e.g., selection, training/probation) logically—but we do not even suggest this logical sequence. We are setting ourselves and the employers up for liability, and selection by OPL.

Keep in mind that we have

- two -

traditionally maintained that probation is a continuation of the selection/training process.

Would POST be able to support its training/probation standards and their order of accomplishment were dispatchers who fail probation to dispute their termination on the basis that they were judged to not perform satisfactorily tasks that they were yet to be trained to do? If our response is they would receive on-the-job training, can we defend the necessity of subsequent basic training?

OFFICE MEMO

STD. 100 (REV. 12/85)

86 38867

DATE

5-5-88

TO:

ROOM NUMBER

FROM:

PHONE NUMBER

SUBJECT:

Attached are the
revised dispatcher
program documents.

Your draft is attached
to assist you in
reviewing the revision

Also the original &
WPU worksheet is for
Geo. Williams, if you
approve & pass it along.

May 1988

Bulletin 88-

Subject: Public Hearing to Consider Implementation of a Public Safety Dispatcher Program

The Commission has scheduled a public hearing in conjunction with its July 21, 1988 meeting in San Diego to consider implementation of a voluntary Public Safety Dispatcher Program.

Penal Code Section 13510 was amended effective January 1, 1988. The amendments require the Commission to establish a program of minimum selection and training standards for public safety dispatchers having a primary responsibility for providing dispatch services to law enforcement agencies.

The amendments to the law also include consolidated dispatch centers utilized by law enforcement agencies even though they may be independent departments operated by a city, county, or city and county.

Implementation of a Public Safety Dispatcher Program requires enactment of Commission Regulations and Procedures concerning participation eligibility, standards for selection and training of personnel, reimbursement for training, and related administrative matters.

The proposed program includes the following elements:

1. The program will be voluntary. ^{eligible} Only specified reimbursable agencies ^{may agree to} which participate in the program will receive reimbursement for dispatcher training. ^{and} Non-reimbursable Agencies ^{not eligible for the reimbursable} may also participate on a non-reimbursable basis ^{if they operate law enforcement dispatch services}

Should be added as part of "who is eligible"

I'd cover this under "specified Dispatcher Program as per"

2. Agencies eligible under the law are

3. Specialized Program proposed

proposed to be

4 2. A Public Safety Dispatcher is defined as a non-peace officer who is employed full time or part-time to perform duties which include receiving emergency calls for law enforcement services and/or dispatching law enforcement personnel.

5 3. An ordinance, resolution, or letter of intent will be required for entry into the Public Safety Dispatcher Program. Agencies must use ~~the same process as was originally used for peace officer participation.~~ ^{in a fashion that requires the ordinance or resolution.} etc OK { the same process as was originally used for peace officer participation. An informational packet and sample ordinances, resolutions, and letters will be available in the future.

proposed

all:

4. Selection standards ~~will~~ require a thorough background investigation, a medical examination, and an evaluation of oral communication skills. These are procedural requirements, leaving the specifics and the hiring decisions to the employing agency.

proposed

5. The training standard for entry-level dispatchers ~~will~~ ^{is} be completion of the POST 80-hour Complaint/Dispatcher Course within 12 months of hire.

proposed

6. A probation period of at least 12 months ~~will~~ ^{is proposed} be required. A procedure to facilitate local changes to meet this requirement is included.

7. All POST administrative processing for notification of appointment and termination, reimbursement requests and payment, and compliance with standards will be as currently handled in the peace officer program.

~~As research is completed within the next few years, Additional selection and training standards may be proposed. An issue which will be reviewed is the need for dispatcher in-service or refresher training. Other issues to be researched include additional selection requirements, such as psychological testing, and specific disqualifiers, such as no felony convictions.~~

in the future after completion of planned statewide job analysis and standards research.

The Commission may adopt the Public Safety Dispatcher Program as proposed, or with modifications, based on the public hearing proceedings and written comments. Input on this matter is invited.

The attached Notice of Public Hearing, required by the Administrative Procedures Act, provides details concerning the proposed changes and provides information regarding the hearing process. Inquiries concerning the proposed action may be directed to Georgia Pinola, Staff Services Analyst, at (916) 739-5400.

NORMAN C. BOEHM
Executive Director

Attachment

3663C/29

Rev: 4-29-88

Commission on Peace Officer Standards and Training

NOTICE OF PUBLIC HEARING

AMENDMENT OF COMMISSION REGULATIONS AND PROCEDURES

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested in Sections 13503 and 13506 of the Penal Code to interpret and make specific Sections 13510(c) and 13525 of the Penal Code, proposes to adopt, and amend or repeal the Commission Regulations in Chapter 2 of Title 11 of the California Administrative Code. A public hearing to adopt the proposed amendments will be held before the Commission on:

Date: Thursday, July 21, 1988

Time: 10:00 a.m.

Place: Holiday Inn

San Diego, CA

Notice is also hereby given that any interested person may present oral statements or arguments, relevant to the action proposed, during the public hearing.

INFORMATIVE DIGEST

The Legislature, effective January 1, 1988, amended Penal Code Section 13510 by adding a new subsection (c). This subsection requires the Commission on Peace Officer Standards and Training to adopt rules establishing minimum selection and training standards for public safety dispatchers having primary responsibility for providing dispatch services to law enforcement agencies described in subsection (a) of Penal Code 13510. Subsection (a) includes police, sheriffs, marshals, police of districts authorized to maintain a police department, district attorney criminal investigators, and peace officers of districts receiving state (POST) aid. This includes departments defined as districts in Penal Code Section 13507, such as the University of California, the State University and Colleges, community college districts, school districts, and regional park districts. Also included by specific

phrases are consolidated dispatch centers utilized by law enforcement agencies even though the centers may be independent departments operated by a city, county, or city and county. Placement of the public safety dispatcher requirements in Penal Code Section 13510 permits development of a voluntary program which the described departments may participate in to receive POST reimbursement for dispatcher training expenses. Another element of the *Proposed* program will permit current non-reimbursable agencies to participate on a non-reimbursable basis.

Implementation of a Public Safety Dispatcher Program requires enactment of Regulations concerning participation eligibility, standards for selection and training of personnel, reimbursement for training, and related administrative matters. Based upon work conducted by the Commission and staff in prior years, a survey of public safety dispatcher employers which was conducted in the fall of 1987, and inputs received from an advisory committee convened to assist staff in the formulation of proposed standards, the proposed Public Safety Dispatcher Program was developed. The proposed selection standards are procedural in nature, ^{with} leaving the specifics ~~and the hiring decision~~ ^{left} to the employing agency. ✓

The proposed standards are:

Proposed selection standards:

1. Background Investigation: A thorough background investigation shall be conducted to verify the absence of past behavior indicative of unsuitability to perform public safety dispatcher duties. The background

investigation shall include a check of Department of Motor Vehicle records, and a search of local, state, and national fingerprint files to disclose any criminal record. Results of the background investigation shall be reduced to writing and retained by the department.

2. Medical Examination: A medical examination shall be conducted to verify the absence of any medical condition which would preclude the safe and efficient performance of dispatcher duties. Written verification that the medical examination was conducted in accordance with this requirement, signed by a licensed physician and surgeon, shall be retained by the department.
3. Oral Communications: Oral communication skills shall be evaluated to assure the presence of skill levels commensurate with the performance of dispatcher duties.

Proposed training standard:

The current POST-developed 80-hour Complaint/ Dispatcher Course shall be the minimum basic training for public safety dispatchers participating in the program, and the course shall be satisfactorily completed within 12 months of hire.

Probation requirement:

Satisfactory completion of at least a 12-month probationary period shall be required for all public safety dispatchers in the program. Departments with

probation periods of less than 12 months, upon entry into the program, may be given time waivers in order to change their probation periods if they are included in ordinances, charters, or MOUs. *BA*

Proposed Admin Requirements ?

Maintain consistency in format

The concept behind the Public Safety Dispatcher Program is to integrate it into the current Regulations which describe and govern peace officers. A new Regulation 1018 is proposed to establish the main program and the non-reimbursable program, and set forth the selection and training requirements. Modifications to current Regulations are proposed to integrate the processes and procedures, so that law enforcement agencies interface with POST on dispatchers in the same manner as with peace officers. ~~At this time, it is proposed that all forms used for peace officers will be used for dispatchers.~~

Proposed Definition ?

would define

Proposed Regulation 1001(t) indicates a "Public Safety Dispatcher ^{as} is a non-peace officer who is employed full time or part-time to perform duties which include receiving emergency calls for law enforcement services and/or dispatching law enforcement personnel." The program is aimed at all personnel who are employed to dispatch, either full time or part-time, but does not prohibit temporary or emergency use of other employees to perform dispatch duties. The definition does not include peace officers, as they are selected and trained under another program. Only the training of the full-time dispatchers will be reimbursable by POST to the agency as limited by law.

Reimbursement

not included as a public hearing issue is it?

Due to language in Penal Code Section 13510(c), entry into the Public Safety Dispatcher Program will require submission of an ordinance, resolution or letter of intent, as initially required of an agency to enter the peace officer program.

Upon adoption of the proposed Regulations to implement the Public Safety Dispatcher Program, reimbursement of training for dispatchers will be limited to currently reimbursable agencies which have chosen to participate and been accepted into the Public Safety Dispatcher Program.

Several years of research will be required to determine more particulars of the dispatcher job classification. This research may lead to the identification of need and justification for future proposals of additional selection and training requirements. This could include specific selection disqualifiers or added procedural requirements.

PUBLIC COMMENT

The Commission hereby requests written comments on the proposed actions. All written comments must be received at POST no later than 4:30 p.m. on July 18, 1988. Written comments should be directed to Norman C. Boehm, Executive Director, Commission on Peace Officer Standards and Training, 1601 Alhambra Boulevard, Sacramento, CA 95816-7083.

ADOPTION OF PROPOSED REGULATIONS

After the hearing, and consideration of public comments, the Commission may adopt the proposals substantially as set forth without further notice. If the proposed text is modified prior to adoption and the change is related but not solely grammatical or nonsubstantial in nature, the full text of the resulting regulation will be made available at least 15 days before the date of adoption

not clear?
consolidated
dispatchers
resources?
This isn't
a public
hearing
is it?
delete?

not
relevant
to
hearing
we say
these kinds
of things in
our bulletin -
but should I
thank leave out
of the final
document

to all persons who testified or submitted written comments at the public hearing, all persons whose comments were received by POST during the public comment period, and all persons who request notification from POST of the availability of such changes. A request for the modified text should be addressed to the agency official designated in this notice. The Commission will accept written comments on the modified text for 15 days after the date on which the revised text is made available.

TEXT OF PROPOSAL

Copies of the Statement of Reasons and exact language of the proposed action may be obtained at the hearing or prior to the hearing upon request in writing to the contact person at the above address. This address also is the location of all information considered as the basis for these proposals. The information will be maintained for inspection during the Commission's normal business hours (8 a.m. to 5 p.m.).

ESTIMATE OF ECONOMIC IMPACT

The Commission has determined that the proposed changes: (1) will have no effect on housing costs; (2) do not impose any new mandate upon local agencies or school districts; (3) involve no increased nondiscretionary costs of savings to any local agency, school district, state agency, or federal funding to the State; (4) will have no adverse economic impact on small businesses; and (5) involve no significant cost to private persons or entities.

In order to take this action, the Commission must determine that no alternative considered by the Commission would be more effective in carrying out the purpose for which the action is proposed or would be as effective and less burdensome to affected private persons than the proposed action.

CONTACT PERSON

Inquiries concerning the proposed action and requests for written material pertaining to the proposed action should be directed to Georgia Pinola, Staff Services Analyst, at the above-listed address, or by telephone at (916) 739-5400.

3668C/29

Rev: 4-27-88

Statement of Reasons

*delete
as not
relevant
?*

~~The Commission on Peace Officer Standards and Training (POST) has had a program of peace officer selection and training standards since the early 1960's. The standards and training requirements are set forth in the California Administrative Code Section _____. The Commission has never adopted requirements for non-peace officer classes of public employees.~~

The Legislature, effective January 1, 1988, has required the Commission on POST to adopt rules establishing minimum selection and training standards for certain public safety dispatchers. By amending Penal Code Section 13510, and adding a new subsection (c), the Legislature has required the development of a Public Safety Dispatcher Program, but allowed the program to be voluntary in that local departments may request entry into the program if they wish reimbursement (aid) from POST for public dispatcher training.

Penal Code Section 13510(c) requires the Public Safety Dispatcher Program be available to law enforcement agencies described in Section 13510(a). This includes police, sheriffs, marshals, police of districts authorized to maintain a police department, district attorney criminal investigators, and peace officers of districts receiving state (POST) aid. The latter phrase refers to departments defined as districts in Penal Code Section 13507, such as the University of California, the State University and Colleges, community college districts, school districts, and regional park districts. The language of Penal Code Section 13510(c) also includes consolidated dispatch centers utilized by law enforcement agencies even though the centers may be independent departments operated by a city, county, or city and county.

The most understandable way to establish a new dispatcher program is to integrate all requirements into the current regulations and processes.

Proposed Regulation 1018 was drafted to build the foundation of an integrated regulation system which includes peace officers and dispatchers. This section establishes the program and sets forth the minimum selection and training standards.

Proposed Regulation 1018(a) is a clarifying statement as to the intent of the program and the authority. Subparagraph (b) establishes a specialized element to the program so that agencies not eligible for POST reimbursement may join the program if they abide by the requirements. Subparagraph (c) sets forth the program minimum selection requirements of a background investigation, medical examination, and evaluation of oral communication skills.

A background investigation is considered important to determine the honesty and integrity of applicants under consideration for hire as a dispatcher.

Dispatchers in law enforcement agencies ^{must} handle ^{life/death & other critical situations} numerous documents and ^{are} ~~are~~ ^{and sensitive information} ~~have access~~ ^{have access} to numerous conversations which are highly confidential and have a direct bearing on an agency's operations. Honesty, loyalty and dedication,

all aspects of a person's character, are critical in these operations. ~~A few~~ ^{Requirements that the background include specifically checks of} ~~specific checks, such as~~ Department of Motor Vehicles, and local, state, and

national fingerprint files, are included as ^{because} ~~procedural requirements~~ as they are required ^{by the state Dept of Justice as a conditional to allow} ~~of all agencies nationally to~~ access state and federal crime computers for ~~confidential~~ and criminal information. Requiring the background investigation to be in writing and retained permits POST compliance personnel to review the process and determine agency compliance to POST standards.

^{exam} ^{required}
A medical investigation is considered ~~important~~ to preclude any medical condition which would adversely effect the person's ability to perform ^{the job}. The dispatch job is critical to a law enforcement agency 24-hours-per-day, and ^{Discretion} is left to the employer to determine medical conditions which ^{employment of persons with} substitutes or other classes of employees filling in for sick dispatchers ^{in the individual agency.} ~~would be disqualifying based upon the conditions of work performance reduces efficiency and increases the chance of errors and improperly handled calls for service. This can be deadly. Requiring the medical acceptability to be verified by a doctor and retained again permits review by POST of the process and determine compliance.~~

^{required}
An evaluation of oral communication skills is considered ~~important~~ because the job of dispatcher is primarily talking with people on the telephone and over the radio. ^{The ability to effectively receive + transmit information is critical because of the nature of the function.} This does not mean a person must be bilingual or must not have certain regional accents. In some communities these may be considered preferred characteristics and skills. The requirement only means that each person ~~should be evaluated by the hiring agency to determine that they can perform adequately in the agency using this communication equipment.~~

The proposed 1018(d) requires that every new dispatcher complete a specific training course within 12 months after their date of hire or assignment as a public safety dispatcher. ^{proposed} The course ~~required~~ is a basic generic dispatcher

^{The critical + complex nature of the job is such that thorough entry training is necessary}
course of 80-hours or more, which was developed and field tested by POST over a two-year period. ^{80 hours is deemed necessary to address with minimum} Providing an agency up to 12 months to get the dispatcher through the required course ^{is necessary because sufficient} provides needed local flexibility in scheduling training courses are not available to assure that the ^{adequately each of the topics vital to the position} with certified course presenters and in designing local on-the-job training procedures. Some departments prefer their new dispatchers to just answer the telephone, or just provide clerical support, or just observe, for the first few months of their orientation and break-in as a dispatcher. Other agencies

Provision is made in D-1 for presenter flexibility - subjects are specified - need to address reasons for content of D1

send their newly hired dispatchers to training first, then start a formal orientation to department communications equipment. Flexibility up to one year maximum appears reasonable for those orientation and training processes.

same sub as the training course?

The proposed 1018(d) for a probation period of at least 12 months is to assure that a newly hired dispatcher can be trained and perform the duties adequately before permanent status or tenure is achieved. It takes at least this long for dispatchers to function on their own and permit proper evaluation of abilities and skills. Most law enforcement agencies already require a 12 month probation *for dispatchers* but some have a six-month probation at this time.

Provision for waiver

~~Accommodation to amend procedures~~ is included in the proposed wording if a local agency must change an ordinance, charter, or union memorandum of understanding.

need to itemize each charge with an explanation of why definition of dispatcher needs pretty thorough treatment

Several modifications to current Regulation 1001 (Definitions) must be made to expand the definition of a department and clarify that the definition of full time employment applies to dispatchers. *Also, a new definition of "Public Safety Dispatcher" must be included to clarify who the program is for and who is excluded. This has been carefully drafted considering operational issues in local agencies, particularly under emergency or extreme conditions.*

would

Regulation 1003 ~~must~~ be modified to require a notice of dispatcher appointment and termination. All processing of POST forms for dispatcher selection, training, and reimbursement will be exactly as for peace officers. This is designed to eliminate confusion and make the process easy to administer for local law enforcement agencies, as it will be the same as they have done for years for peace officer employees.

This is generalized need. specific statement of why the notices for appointment & termination

*need
itemize
each
one
with
individual
explanation*

Regulations 1006, 1010, and 1015 must be slightly modified to include public safety dispatchers and clarify how the Regulation applies to dispatchers and peace officers. This has to do with training, time waivers, and continued eligibility of an agency to participate and receive aid.

*Get to
itemize
each
individual
charge*

Commission Procedure E-1 relating to reimbursements must be modified to extend some privileges to agencies regarding dispatchers, and clearly state some limitations. The current Paragraph 1-4 permits agencies to send dispatchers and communication technicians (another term for personnel who work in dispatch centers) to any training which the agencies perceive as related to the dispatchers job without prior POST approval. The proposed new Paragraph 8 qualifies that the dispatcher must (1) be full time as POST defines; and (2) be employed by an agency participating in the dispatcher program as authorized by statute. Under these conditions the agency may be reimbursed for the basic training of the dispatcher (80-hour course) up to the Commission established limits set forth in PAM E-4-3. These dispatchers may also attend certified seminars and technical courses which are specific to dispatcher assignments, without prior POST approval. However, POST will require specific review and approval for reimbursement of courses not specific to dispatcher assignments.

Commission Procedure E-4 and D-1 must be modified to include the proposed minimum training course for dispatchers, which is the POST-developed 80-hour Complaint/Dispatcher Course, into sections which limit reimbursable hours/weeks and establish course content. This treats the "Dispatcher Basic Course" as other peace officer basic courses.

WORD PROCESSING WORK REQUEST

State of California
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
1601 Alhambra Boulevard
Sacramento, California 95816-7083

ORIGINATOR: This form may be used to request as many as four drafts of a document; after the first request, for successive drafts, save the original copy of this form and submit it again with the document and new instructions.

NAME OF ORIGINATOR STEWART BUREAU CCSB PHONE NUMBER _____

JOB TITLE (DOCUMENT TITLE, SUBJECT TITLE, ETC.)
DISPATCHER STANDARD - PUBLIC HEARING DOCUMENTS.

FIRST REQUEST INSTRUCTIONS
☐ FINAL ☐ SINGLE SPACE ☐ REVISION OF STORED MATERIAL ☐ RETAIN UNTIL _____
☒ ROUGH DRAFT ☒ DOUBLE SPACE ☐ OTHER _____
☐ RETAIN PERMANENTLY

DOCUMENT NO. 3663C/29 DATE SENT 4-18-88 DATE REQUIRED 4-25-88

3668C/29

3669C/29

SECOND REQUEST INSTRUCTIONS
☐ FINAL ☐ SINGLE SPACE ☐ REVISION OF STORED MATERIAL ☐ RETAIN UNTIL _____
☒ ROUGH DRAFT ☒ DOUBLE SPACE ☐ OTHER _____
☐ RETAIN PERMANENTLY

as modified

DATE SENT 4-25-88 DATE REQUIRED 4-27-88

THIRD REQUEST INSTRUCTIONS
☐ FINAL ☐ SINGLE SPACE ☐ REVISION OF STORED MATERIAL ☐ RETAIN UNTIL _____
☒ ROUGH DRAFT ☒ DOUBLE SPACE ☐ OTHER _____
☐ RETAIN PERMANENTLY

as modified

DATE SENT 4-28 DATE REQUIRED 4-29

FOURTH REQUEST INSTRUCTIONS
☐ FINAL ☐ SINGLE SPACE ☐ REVISION OF STORED MATERIAL ☐ RETAIN UNTIL _____
☒ ROUGH DRAFT ☒ DOUBLE SPACE ☐ OTHER _____
☐ RETAIN PERMANENTLY

as modified

DATE SENT _____ DATE REQUIRED _____

FOR WORD PROCESSING UNIT USE ONLY

THIS DOCUMENT WILL BE STORED AS NO. _____ AND WILL BE RETAINED UNTIL _____ UNLESS OTHERWISE INSTRUCTED.

DATE/TIME REC	TYPIST	DATE/TIME REC	TYPIST	DATE/TIME REC	TYPIST	DATE/TIME REC	TYPIST
<u>11-19</u>	<u>Sue</u>	<u>4-27</u>	<u>Sue</u>	<u>4-29-88</u>	<u>RP</u>	<u>5-4-88</u>	<u>RP</u>
DATE/TIME COMP	PROOFER	DATE/TIME COMP	PROOFER	DATE/TIME COMP	PROOFER	DATE/TIME COMP	PROOFER
<u>4-20</u>		<u>4-27</u>		<u>4-29-88</u>		<u>5-4-88</u>	

WORD PROCESSING WORK REQUEST

State of California
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
1601 Alhambra Boulevard
Sacramento, California 95816-7083

ORIGINATOR: This form may be used to request as many as four drafts of a document; after the first request, for successive drafts, save the original copy of this form and submit it again with the document and new instructions.

NAME OF ORIGINATOR STEWART BUREAU CCSR PHONE NUMBER _____

JOB TITLE (DOCUMENT TITLE, SUBJECT TITLE, ETC.)
DISPATCHER STANDARD - PUBLIC HEARING DOCUMENTS.

FIRST REQUEST INSTRUCTIONS
☐ FINAL ☐ SINGLE SPACE ☐ REVISION OF STORED MATERIAL ☐ RETAIN UNTIL _____
☒ ROUGH DRAFT ☒ DOUBLE SPACE ☐ OTHER _____ ☐ RETAIN PERMANENTLY

DOCUMENT NO. 3663C/29 DATE SENT 4-18-88 DATE REQUIRED 4-25-88

3668C/29

3661C/29

SECOND REQUEST INSTRUCTIONS
☐ FINAL ☐ SINGLE SPACE ☐ REVISION OF STORED MATERIAL ☐ RETAIN UNTIL _____
☒ ROUGH DRAFT ☒ DOUBLE SPACE ☐ OTHER _____ ☐ RETAIN PERMANENTLY

as modified DATE SENT 4-25-88 DATE REQUIRED 4-27-88

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☒ ROUGH DRAFT ☒ DOUBLE SPACE ☐ OTHER _____ ☐ RETAIN PERMANENTLY

as modified DATE SENT 4-28 DATE REQUIRED 4-29

FOURTH REQUEST INSTRUCTIONS
☐ FINAL ☐ SINGLE SPACE ☐ REVISION OF STORED MATERIAL ☐ RETAIN UNTIL _____
☒ ROUGH DRAFT ☒ DOUBLE SPACE ☐ OTHER _____ ☐ RETAIN PERMANENTLY

as modified DATE SENT _____ DATE REQUIRED _____

FOR WORD PROCESSING UNIT USE ONLY

THIS DOCUMENT WILL BE STORED AS NO. _____ AND WILL BE RETAINED UNTIL _____ UNLESS OTHERWISE INSTRUCTED.

DATE/TIME REC	TYPIST	DATE/TIME REC	TYPIST	DATE/TIME REC	TYPIST	DATE/TIME REC	TYPIST
<u>11-19</u>	<u>Sue</u>	<u>4-27</u>	<u>CCSR</u>	<u>4-29-88</u>	<u>CCSR</u>	<u>5-4-88</u>	<u>CCSR</u>
DATE/TIME COMP	PROOFER	DATE/TIME COMP	PROOFER	DATE/TIME COMP	PROOFER	DATE/TIME COMP	PROOFER
<u>11-20</u>		<u>4-27</u>		<u>4-29-88</u>		<u>5-4-88</u>	

POST Survey of Public Safety Dispatcher Hiring and Training Practices

(To be completed by those agencies that employ their own dispatchers)

Please complete and return to POST by Friday, November 13.

Your Agency _____

1. How many dispatchers does your agency currently employ?

	Peace Officers	Non-Peace Officers
Full Time	<u>153</u> (15)	<u>3896</u> (295)
Part Time	<u>44</u> (11)	<u>455</u> (145)

2. How many of your dispatchers spend at least half of their time performing law enforcement related dispatching duties?

91%

If "Zero," proceed to the last page of the survey, and sign and return the survey in the envelope provided.

3. What is the legal status of your peace officer dispatchers?
Check (✓) all that apply.

 Not Applicable 17 Regular Officers 6 Reserve Officers

SELECTION STANDARDS FOR ENTRY-LEVEL DISPATCHERS

Minimum Qualifications

For each of the following, specify your agency's current minimum qualifications (M.Q.s) for dispatchers. If your agency employs both peace officers and non-peace officers as dispatchers, please note any differences in M.Q.s or other selection standards in the space provided on page 6, question #42.

Check (✓) here
if ☒ M.Q.

- | | |
|--|------------|
| 4. Minimum Age: <u>18; 21</u> | <u>77%</u> |
| 5. Minimum Education: <u>High School</u> | <u>86%</u> |
| 6. Prior Experience Requirements: <u>6 mos. - 3 yrs.</u> | <u>42%</u> |
| 7. Vision Requirements: <u>clerical experience; 6 mos. - 2 yrs. dispatcher experience;</u>
<u>public contact experience</u>
<u>corrected acuity (20/20 - 20/40);</u>
<u>"normal" color vision</u> | <u>43%</u> |
| 8. Hearing Requirements: <u>"normal"</u> | <u>50%</u> |
| 9. Citizenship/Residency: <u>U.S. citizen; legal resident;</u>
<u>work permit</u> | <u>68%</u> |
| 10. Criminal History: <u>No felony convictions;</u>
<u>no "morals" convictions</u> | <u>86%</u> |
| 11. History of Drug Use: <u>No use</u> | <u>73%</u> |

Selection Procedures: Check (✓) all that apply to indicate current practices.

12. 73% Written Test

13. What is measured by the written test?

- | | |
|--|--------------------------------|
| <u>94%</u> Reading Ability | <u>89%</u> Reasoning Skills |
| <u>67%</u> Writing Ability | <u>82%</u> Short Term Memory |
| <u>69%</u> Listening Skills | <u>44%</u> Note-taking Ability |
| <u>28%</u> Other (specify): <u>map reading</u> | |

14. How are scores on the written test used?

55% to qualify candidates only (pass/fail)

45% to rank candidates

15. Who is the publisher of the test?

43% test developed internally

57% test leased/purchased

(specify publisher): Cooperative Personnel Services

16. 97% Qualifications Interview

17. What is assessed in the interview?

100% Oral Communication Skills

61% other (specify): Judgment/Reasoning; Temperament; Experience

18. How are scores on the interview used?

22% to qualify candidates only (pass/fail)

78% to rank candidates

19. 64% Typing Test

20. Do you test typing speed? 91% Yes No

21. Do you test typing accuracy? 91% Yes No

22. What is the speed and/or accuracy cutoff for passing the test?

35-45 WPM unknown Errors
(71%)

3. 27% Performance/Simulation Test

Briefly describe the nature of the test and what it measures:

simulated dispatch speech
listen + record
function under stress
follow instructions

24. How are scores on the test used?

51% to qualify candidates only (pass/fail)

49% to rank candidates

25. Who is the publisher of the test?

74% test developed internally

26% test leased/purchased

(specify publisher): Del-Tronic

26. 96% Background Investigation

27. Which of the following are part of the background investigation?

91% Candidate completion of Personal History Statement

97% Criminal record check 97% Contact with previous employers

78% Credit check 91% Contact with references

71% Military record review 76% Contact with neighbors

27% Other (specify): school, DMV

28. What specific background factors most frequently lead to disqualification? Poor work history; drug/alcohol use;
criminal activity/history; false/incomplete information

29. 85% Medical Examination

30. The medical examination consists of:

96% a review of the candidate's medical history (specify who does the review, e.g., physician, nurse): physician

84% an examination of the candidate (specify who conducts the examination): physician

31. Does your agency have specific medical standards for dispatchers?

39% Yes _____ No

32. What medical conditions most frequently lead to disqualification?

none-to-date; hearing

33. 41% Psychological Examination

34. The psychological examination consists of

48% a review of the candidate's relevant medical history

43% psychological testing (specify tests used): _____

MMPI; CPI; 16 PF; FIRO B; WAIS

82% a clinical interview

35. Who conducts the psychological examination?

5% licensed physician

40% licensed psychologist

5% other (specify): _____

36. What are the most frequent reasons for psychological disqualification? Poor stress reaction; emotional instability; immaturity

37. 26% Polygraph Examination

38. Who conducts the polygraph examination?

39% agency personnel

61% outside examiner

39. What types of factors uncovered in the polygraph examination most frequently lead to disqualification?

drug use; theft; criminal activity; dishonesty

40. 18% Other Selection Processes/Requirements

41. Please specify nature of any other selection standards you have for entry-level dispatchers

interview with command staff / chief

42. In what ways, if any, do your entry-level selection standards differ for peace officer versus non-peace officer dispatchers?

TRAINING REQUIREMENTS FOR ENTRY-LEVEL DISPATCHERS

43. Prior to initial assignment, are your dispatchers required to undergo training?

65% Yes No If "No," proceed to question #46.

44. Such training consists of:

49% a formal course of instruction presented by agency staff

total hours 40-80 (modal response)

hours per day 8

is course POST-certified? 3% Yes No

23% a formal course of instruction presented by others

presenter Golden West; San Diego Regional; NCCJTS; junior colleges

total hours 80

hours per day 8

is course POST-certified? 95% Yes No

68% informal on-the-job instruction provided by agency staff

total hours 40-80 (modal response)

hours per day 8

45. Briefly describe the nature and content of training On-the-job training with training officer/experienced dispatcher;
police procedures; codes; equipment; training guide/manual

46. Upon initial assignment, are your dispatchers required to undergo training?

79% Yes No If "No," proceed to question #49.

47. Such training consists of:

31% a formal course of instruction presented by agency staff
total hours 80-480 (no modal response)

hours per day 8

is course POST-certified? 5% Yes No

38% a formal course of instruction presented by others
presenter POST; Golden West; San Diego RTC; DOJ; Los Medanos

total hours 80

hours per day 8

is course POST-certified? 84% Yes No

72% informal on-the-job instruction provided by agency staff
total hours 40-480 (modal response of 480)

hours per day 8

is course POST-certified? Yes No

48. Briefly describe the nature and content of training On-the-job training with training officer/experienced dispatcher;
police procedures; codes; equipment; training guide/manual;
CPR/first aid; complaint desk; city/county government;
tests/evaluations; radio/phone

49. In addition to required training, do your dispatchers typically receive other training within the first year of employment?

67% Yes No If "No," proceed to question #52.

50. Such training consists of:

1370 a formal course of instruction presented by agency staff

total hours 8-480 (no modal response)

hours per day 8-9

is course POST-certified? 16 % Yes No

76% a formal course of instruction presented by others

presenter Golden West; Butte; Los Medanos; San Diego RTC

total hours 40-80 (modal response of 80)

hours per day 8

is course POST-certified? 70% Yes _____ No _____

34% informal on-the-job instruction provided by agency staff

total hours 2-480 (no modal response)

hours per day 9

is course POST-certified? Yes No

51. Briefly describe the nature and content of training

POST dispatchers course; records; first aid/CPR;
radio/phone procedures; stress management; various topics as needed

52. In what ways, if any, do your training requirements differ for peace officer versus non-peace officer dispatchers?

GENERAL

53. Has your agency ever conducted a formal job analysis for purposes of establishing entry-level dispatcher selection and/or training requirements?

19 % Yes No

If "Yes," are the results documented in a report that POST could obtain?

13% Yes No

54. Has your agency ever conducted a validation study to establish the job-relatedness of any of your selection standards?

9% Yes _____ No

If "Yes," are the results documented in a report that POST could obtain?

62% Yes _____ No

55. Would it be possible for POST to obtain inspection copies of forms, examination materials, training materials, etc., that your agency has developed for entry-level dispatchers?

72% Yes _____ No

56. Are you currently receiving POST reimbursement for dispatcher training?

61% Yes _____ No

57. Please provide any additional information which you think we should know about regarding your dispatcher program _____

Dispatchers handle fire and medical emergencies as well;
need for refresher training; need more courses for dispatchers in small
agencies; currently revising hiring/training procedures;
use POST training program guide

Thank you for completing this survey. If readily available, please enclose a copy of the position description for your dispatchers, along with the completed survey, in the envelope provided (mailing address: POST Commission, 1601 Alhambra Blvd., Sacramento, CA 95816-7083, Attn: John Berner). Also, please provide the below information so that we may contact you in the event we have further questions.

Name: _____

Rank/Title: _____

Telephone No.: (____) _____

COMMISSION AGENDA ITEM REPORT			
Agenda Item Title Review of Commission Regulation Re: Entry-Level Selection Reading/Writing Requirements		Meeting Date April 21, 1988	
Bureau Standards & Evaluation	Reviewed By		Researched By John Berner
Executive Director Approval <i>Thomas C. Boehm</i>	Date of Approval 3-25-88		Date of Report March 24, 1988
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No			
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.			

1. Should POST mandate that everyone use the POST entry-level reading and writing test?
2. Should POST mandate a minimum cutoff score on the test?

In the course of acting to raise the recommended minimum cutoff score range on the POST entry-level reading and writing test at the January 1988 Commission meeting, the Commission further directed staff to report back at the April meeting on the merits of: 1) mandating the use of the POST test, and 2) mandating a minimum cutoff score on the test.

"Every peace officer employed by a department shall:

Be able to read and write at the levels necessary to perform the job of a peace officer as determined by the use of the POST Entry-Level Law Enforcement Test Battery or other job-related tests of reading and writing ability."

The above regulation, and the policies regarding its implementation, have evolved over the preceding 13 years. During this period attention has shifted from issues regarding the actual implementation of the regulation to issues regarding the specific nature that the regulation should assume. Between 1975 and 1982 primary attention was focused on actually getting the regulation into force. An absence of validated tests caused repeated moratoriums to be placed on the regulation during this time. Once the regulation went into effect, debate shifted to the nature of the regulation: Should POST mandate a particular test with a particular cutoff score or should the POST regulation be essentially procedural, requiring that testing take place but leaving the choice of the test and the cut score selection to

local agencies? Now, with the benefit of six years of experience with the testing program, the same issue is once again before the Commission.

Implementation of the Reading Regulation

A regulation addressing minimum standards for language ability was first adopted by the Commission in July of 1975. Between that date and the present there have been numerous decisions and events affecting this regulation. The most significant of these are summarized below:

- o July 1975 the Commission, in response to the alarming rate of academy failures due to basic language skills deficiencies, adopts the first entry-level reading requirement. The regulation, which is to become effective on January 1, 1977, reads: "Be able to read at the level necessary to perform the job of a peace officer as determined by passing a 'professionally developed' examination designed to test this skill..."
- o October 1976 the Commission decides that LEAA supported research should result in tests whose use by local agencies would be voluntary and on which there would be no mandatory cut score.
- o January 1977 the Commission declares an open-ended moratorium on enforcement of the reading testing requirement pending the development and availability of a job-related examination designed to test reading ability.
- o February 1981 POST publishes on a pilot basis, its new reading and writing ability test.
- o October 1981 the Commission lifts the moratorium on the reading regulation, with January 1, 1982 scheduled to become the enforcement date of the regulation, which now reads: "Be able to read at the level necessary to perform the job of a peace officer as determined by the use of the POST reading ability examination or its equivalent."

At this meeting the Commission also decides that stricter standards for both reading and writing should be established by October 1983. This action precipitates research concerning the impact of mandating the POST test with a specific cutoff score.

- o January 1, 1982 the POST reading regulation goes into effect.

- o July 1983 staff reports on the research conducted to establish statewide standards for both reading and writing and presents several alternatives for implementing such standards, including mandated use of the POST test with a POST mandated minimum cutoff score. The Commission concurs with the staff recommendation that: 1) the current regulation be modified to include writing ability testing, and 2) that the POST test be made available, free-of-charge, to local agencies and academies, and that no mandatory cutoff score be established.
- o October 20, 1983 a public hearing is held and POST Regulation 1002(a)(7) is amended to include a writing ability requirement. The amended regulation, which is to become effective January 1, 1984, reads as follows: "Be able to read and write at the levels necessary to perform the job of a peace officer as determined by the use of the POST Entry-Level Law Enforcement Test Battery or other job-related tests of reading and writing ability." Considerable opposition to a POST mandated test and/or cutoff score is voiced at the public hearing.
- o January 1, 1984 the writing regulation goes into effect.
- o March 1987 POST begins development of a writing sample test.
- o January 1988 the Commission raises the recommended cutoff score range on the POST Test Battery from a T score of 37-42 to a T score of 40-45.

Also at the January meeting, the Commission directs staff to again address the issue of whether the POST Test Battery should be mandated and whether a mandatory minimum cutoff score should be set.

ANALYSIS

As can be seen from the preceding summary of significant dates and events, the issue of whether the POST test should be mandated and whether there should be a mandated cutoff score goes back to 1976. The initial Commission position was strongly in favor of a voluntary program with no mandated cut score. From the time the tests were first made available in 1981 to the present, this policy has remained in effect. During this period, however, the issue of mandated tests and cut scores has been addressed on various occasions. The most notable of these was in October 1981 when the Commission formally instructed staff to explore the implications of mandating its new test with a set cut score.

In July 1983 staff reported back to the Commission. The cost of a mandated program was estimated to be \$400,000 yearly (in retrospect this was a significant underestimate). It was also reported that local agency reaction to the prospect was mixed. Opinions, however, tended to be polarized, with agencies either strongly in favor of, or strongly opposed to, a mandated program. Most of the opposition came from the larger agencies. In addition to the "home rule" issue, opposition to a mandated program tended to focus on the following concerns:

- o Will the test have a level of adverse effect that would jeopardize local affirmative action programs?
- o Is the test better than those the agencies are presently using?
- o Can the POST test be administered in a manner that will meet local needs (i.e., be administered on an almost daily basis and scored immediately)?
- o Would the local agency be legally liable for a successful fair employment challenge to the POST test?

It is anticipated that those agencies that expressed these concerns in 1983 would likewise express the same or similar concerns today.

Impact of Current Voluntary Program

The current policy of permitting use of the POST test on a voluntary basis and recommending (as opposed to mandating) a minimum cutoff score on the test, has had a significant impact on local agency hiring practices. Use of the POST test has increased dramatically over the years, to the point that an estimated half of all peace officer applicants in FY 88/89 will take the POST test (approximately 50,000 applicants).

Noticeable increases in the reading and writing skills of new officers statewide have also occurred. In 1983, when the current POST test of both reading and writing ability was first made available, there was no appreciable difference in the average test scores of job applicants and entering basic academy cadets. At that time, the recommended minimum passing score range established for the test (T score of 37-42) was set at a level that would disqualify the bottom 20% to 30% of 1983 academy cadets. Estimates of academy failure rates due to reading and writing skills deficiencies during this time period ranged from 10% to 30%. During the ensuing years, the average test scores of cadets increased while those of job applicants declined, and in FY 86/87, the last year POST collected such data, the percentage of prescreened academy cadets (whether screened on the POST tests

or other tests) who obtained scores below 37 when evaluated with the POST tests, was only 2% for nonaffiliated cadets and 5.8% for affiliated cadets. Also during this time, efforts to encourage academies to prescreen nonaffiliated students, a group which has traditionally demonstrated the poorest reading and writing skills, were very successful. As of July 1987, all academies were testing nonaffiliated cadets, and the majority were using the POST test.

Despite these improvements, concerns over reading and writing skills continue to persist. In response to these concerns, the Commission acted to raise the recommended cutoff score on the test to a T score range of 40-45 at the last Commission meeting. Continued concerns related specifically to writing skills deficiencies are also being addressed in the form of an experimental essay test which POST is currently evaluating for both reliability and validity (job-relatedness). The advantage of such a test, should it prove to be both job-related and administratively feasible, is that it more directly assesses the ability to express oneself in writing, as opposed to identifying proper and improper grammar, spelling, etc. (which is what is currently measured by POST's writing skills test). Initial results of the research are encouraging, and longitudinal research bearing on the validity of the test as a predictor of academy success will be completed by early 1989. If the essay test format proves to be job-related and workable, POST will be in an excellent position to encourage and train local agency personnel to use the format. Because of the time that would be required, however, it is doubtful that centralized scoring of the test by POST would be feasible.

Staffing and Budget Requirements to Mandate Use of the POST Test

Under the current voluntary testing program, user agencies: (a) request and receive all testing materials, (b) administer the test, and (c) return the test materials and answer sheets to Sacramento. All test scoring is performed in Sacramento, with the test results for each user agency mailed back to the agency. Centralized scoring (as opposed to local agency scoring) was deliberately incorporated into the system in order to maximize test security. Such centralization precludes on-site, immediate test scoring. (Test results are mailed back to the user agency, typically within 3 working days of receipt of the test answer sheets in Sacramento.)

POST currently contracts for all services related to printing, distribution and retrieval of test materials; automated scanning of test answer sheets; and processing and distribution of test results. Beginning in FY 88/89, POST staff will scan all answer sheets on a newly acquired optical mark reader. Currently, POST staff develops and field tests all new test forms (two new forms

are developed annually), develops and maintains all test-related materials (answer sheets, proctor's instructions, validity reports, etc.), monitors the statistical properties of all test items, conducts periodic reevaluations of the validity of the tests, and oversees contract services to the local agencies. Excluding expenditures for POST staff, the cost to POST to administer the testing program is approximately \$6.00 per test taker. Because POST's per candidate costs are greatly influenced by the number of test administrations (each new test administration requires a separate mailout and return of test materials), user agencies are encouraged to test large candidate groups a few times a year, as opposed to more frequent administrations to smaller candidate groups.

During FY 88/89 it is estimated that user agencies will administer the test to approximately 50,000 candidates. Approximately 40% (20,000) of the candidates will be from local agencies. The remaining 60% (30,000) will be candidates from nonreimbursable agencies (with almost all of the 30,000 being California Highway Patrol applicants). Because POST does not currently underwrite testing costs for agencies in the nonreimbursable program, POST's total costs for the year will approximate \$120,000 (20,000 candidates @ \$6.00 per candidate).

Two alternative approaches for administering a mandated statewide testing program are described below. The first approach represents an expansion of the current program, wherein each agency would administer the POST test as needed throughout the year, test materials would be mailed to the user agency for each administration, and all materials would be returned to Sacramento for centralized scoring. The second approach would involve the establishment of multiple testing locations throughout the state. Regular scheduled testing sessions would be conducted at each location. Persons would be prohibited from taking the test more than twice a year. Each individual taking the test would receive written notification from POST as to their test results in the form of a tamper-proof "Certificate of Results." The individual would then present this certificate to any prospective employer as proof of minimally required reading/writing skills.

Alternative 1: Expansion of Current Program

Features/Limitations

- o Test administered by local agencies (test materials mailed to local agencies upon request); answer sheets mailed to Sacramento for centralized scoring; test results mailed to local agencies within 3 working days of receipt of answer sheets in Sacramento; no limitation on number of times

individual takes test; limitations placed on the number of test administrations per agency (continuous testing not permitted).

If implemented, this approach would result in an estimated testing volume of 100,000 candidates per year, representing a 50% increase over projected FY 88/89 testing volume. Furthermore, the greatest increase in testing volume would occur among reimbursable agencies. Specifically, testing volume among reimbursable agencies would increase from approximately 20,000 to 65,000 candidates a year. Thus, at current costs of approximately \$6.00 per candidate, total costs for contract services would increase from \$120,000 annually (20,000 candidates @ \$6.00 per candidate) to \$390,000 annually (65,000 candidates @ \$6.00 per candidate).

Estimated annual testing volume among nonreimbursable agencies would increase a modest amount (from 30,000 to 35,000 candidates). If the POST tests were to be mandated for all agencies in the POST program, it would seem appropriate for POST to underwrite testing costs for nonreimbursable agencies as well (although POST may lack legal authority to do so). Thus, contract costs for the nonreimbursable agencies would total an estimated \$210,000. When combined with the estimated contract costs for agencies in the reimbursable program, total contract costs for this approach to mandated statewide testing would total \$600,000 -- a fivefold increase over contract cost estimates for FY 88/89 of \$120,000.

In addition to increased contract costs, implementation of this approach would necessitate an increase in POST staff to accommodate both the increased testing volume, and the number of additional test forms that would have to be developed each year to prevent overexposure to the test. Specifically, it is estimated that an additional 2 1/2 full time positions would be needed (1 Test Validation and Development Specialist, 1 Data Processing Technician, 1/2 Office Technician). Salaries and benefits for those positions would total approximately \$86,000 annually.

Finally, until such time as POST's new computer system is fully operational, additional computer costs would be incurred to process the test results. Such costs would total approximately \$100,000 annually over current expenditures.

In total, estimated annual costs to POST would increase between \$356,000 and \$456,000 (depending on the status of POST's new computer system) if POST were to continue to underwrite testing for reimbursable agencies only, and would increase between \$566,000 and \$666,000 if POST were to underwrite costs for both reimbursable and nonreimbursable agencies. The estimated time

that would be needed to fully implement this alternative is 9 months from the time the new positions were filled.

Alternative 2: Regional Testing Centers

Features/Limitations

- o From 20-25 testing centers established throughout the state; regularly scheduled testing sessions held at each location; staffing, equipment and space requirements to operate each center paid for by POST; test taker allowed to take tests no more than twice a year; test answer sheets scanned and uploaded to Sacramento for scoring (each test center has its own microcomputer, scanner, and modem); computer generated "Certificate of Results" mailed to each test taker (hopefully, within 24 hours of taking test); individual presents "Certificate of Results" to prospective employing agency as proof of meeting POST's reading/writing requirement.

This approach would more closely address the concerns of those local agencies that have objected to mandated use of the POST test, in part, because the current POST testing program cannot accommodate continuous testing and immediate on-site test scoring. It would also be more costly to administer due to the need for POST to underwrite the costs for test proctoring, testing facilities, phone hook-ups between the testing centers and Sacramento, and the mailing of individual test results. In addition, start-up costs would be higher due to the need to write computer software, and to purchase 20-25 scanners and microcomputers as well as an additional central processor (minicomputer) for POST.

Estimated annual testing volume under this alternative would be 90,000 (a reduction of 10,000 from Alternative 1 due to the restrictions placed on taking the exam more than twice in a given year). The configuration of additional staff needed to implement this alternative would differ slightly from Alternative 1. A total of 4 positions, consisting of the following, would be needed: 1 Test Validation and Development Specialist, 1 Associate Programmer Analyst, 1 Data Processing Technician, 1 Office Technician. Total annual costs for these 4 positions would approximate \$148,000.

The estimated one time cost for the purchase of the required computer and associated peripheral equipment is \$325,000. Because POST would be underwriting additional costs associated with test administration (test proctoring, storage of test material, testing facilities), the per candidate cost for contract services would approximate \$9.00 (as opposed to the current \$6.00 per candidate cost). Adding together all cost estimates, the

projected total outlay if POST were to implement this approach is as follows:

Annual Costs		
	POST Underwrites Costs for All Agencies	POST Underwrites Costs for Reimbursable Agencies Only
Contract Services (\$9 per candidate)	\$810,000	\$544,000
POST Staff	148,000	103,000*
Phone Charges	25,000	15,000
Postage/Handling (Mailout of Certificates)	31,000	20,000
	<u>\$1,014,000</u>	<u>\$682,000</u>
Start Up Costs		
Equipment	\$ 325,000	\$325,000

*Reduction of 1 Full Time Position

Implementation of this alternative would take approximately one year from the date of approval to purchase the required central processor (minicomputer). Such approval would require a feasibility study.

An optimistic date for approval based on a feasibility study is early 1989, meaning that actual purchase of the equipment could occur July 1, 1989, and full implementation of this alternative could be achieved by July, 1990.

Recommended Versus Mandatory Cutoff Scores

POST-recommended cutoff scores have consistently been expressed as test score ranges rather than a single minimum score. This approach has been followed deliberately, in the belief that such an approach is both responsive to the needs of local agencies to adjust minimum cutoffs as circumstances dictate, and serves to encourage local agencies to set higher cutoffs without fear of contradicting an absolute POST-recommended minimum. Results experienced over the past 6 years are consistent with this belief. In every year the average cutoff score utilized by

agencies has exceeded the bottom of the POST-recommended cutoff score range. During the last fiscal year, the average cutoff score used by agencies was 43.2, and the average for academies was 40.3 (the POST-recommended minimum cutoff score range during this time was 37-42). Further, agencies seem desirous of setting their cut scores as high as they believe possible. Thus, agencies that set a conservative cut score on one occasion have demonstrated a willingness to raise the cut score when circumstances permit.

With respect to the issue of whether agencies set cutoff scores below the lower end of the POST-recommended range, results over the years have consistently shown this to occur extremely rarely. In fact, no agency has done so in the last 18 months.

In summary, based on six years experience, the POST-recommended cutoff range has had the desired effect of resulting in agency set cutoffs that exceed, on average, the lower end of the POST recommended cutoff score range, with agencies rarely (no instances in the last year and a half) setting cutoffs below this level. Whether such would be the case among all agencies if the POST test were to be mandated is, of course, impossible to predict, although there is no apparent reason to believe that this would not be the case. A POST-mandated minimum cutoff would obviously preclude this from occurring, and would guarantee that everyone meets a uniform minimum requirement. Weighed against this is the likelihood that the average reading and writing skill requirement across all agencies would be lowered, because agencies would be less likely to set cutoffs above the POST mandated minimum for fear of vulnerability to legal challenge (the POST mandated statewide minimum would become a de facto statewide maximum).

An Alternative to Mandating the Use of the POST Test

One alternative to mandating the use of the POST test would be to amend POST regulation 1002(a)(9) to require that local agencies either: (1) use the POST test and set a cutoff at or above a POST mandated minimum, or (2) use an alternative job-related test with a minimum cutoff score equivalent to the mandated minimum cutoff on the POST test. Under this alternative, agencies choosing to use their own tests would have to submit documented evidence of job-relatedness and test score equivalency for POST approval. The assessment of test score equivalency would require, in all instances, administration of both the local agency test and the POST test to a minimum of approximately 300 job applicants. In addition, guidelines and criteria for POST evaluation of alternative tests would have to be developed.

An obvious advantage of this approach is that it would result in the establishment of a statewide standard represented by a

minimum cutoff score on the POST test, while still allowing for the use of alternate tests. It is also likely that adoption of this approach would be less costly than either of the alternatives described for mandating the use of the POST test.

The most notable disadvantages of this alternative are the following:

- o Because this alternative, in effect, mandates a POST-established minimum cutoff score for all agencies, local agency opposition to this alternative is likely to be significant, even though agencies would have the option of seeking approval to use their own tests.
- o With respect to evaluations of test score equivalency:
 - No consensus exists with regard to a one best method for equating test scores.
 - Some agencies would be incapable, from a technical standpoint, of conducting the equating (even though they have job-related tests).
 - Because of the time needed to take the POST test (2 1/2 hours), local agencies would probably have to schedule testing over two days in order for the required number of persons to take both our test and their test.
 - Large groups are needed to obtain adequate data for test score equating. Medium size agencies that have their own test could take 1 to 2 years just to collect the necessary data.
 - It might be necessary for local agencies to repeat the test score equating process every time a new form of the local test is developed (continuous process, rather than a one-time effort).
 - It is possible that the equating of tests would not be feasible in all instances because locally developed tests measure different dimensions of writing skill, for example, than the POST test (and yet, job relatedness evidence would exist for the locally developed tests).
- o Adoption of this alternative would put POST in the position of approving/disapproving others' tests. POST has sought to avoid this situation in the past, because decisions regarding sufficiency of job relatedness evidence are open to debate, and because POST would place itself in a position of increased liability,

especially in those instances where tests were not "approved." For this reason, it might be necessary to establish an independent body to review POST staff recommendations for approval/disapproval.

In addition to the technical and other difficulties inherent in this approach, considerable additional POST resources would be necessary to implement this approach. While it is highly unlikely that all agencies would elect to simply use the POST test (which, as indicated previously, would increase POST expenditures anywhere from \$270,000 to \$480,000 annually if the current testing program was simply expanded), implementation of this approach would undoubtedly result in a significant increase in the use of the test. Depending on the extent of increased testing volume, and whether POST were to underwrite the costs for use of the POST test by nonreimbursable agencies, estimated additional POST expenditures necessary to accommodate this increase would range anywhere from \$120,000 to \$420,000 annually. In addition, staffing increases needed to implement this alternative most probably would approximate \$86,000 annually, even if use of the POST test did not increase dramatically, because of the additional technical staff that would be needed to administer the test score equivalency process. Thus, in total, increased annual expenditures to POST to implement this alternative would be an estimated \$206,000 to \$506,000.

As with the two alternatives described for mandating the use of the POST test, implementation of this alternative would have to await the additional staff required, and would commence no earlier than FY 89/90. Also, agencies would have to be permitted a reasonable period of time to evaluate test score equivalency (such time period would likely vary from 6 months to 2 years, depending on the size of the agency).

SUMMARY AND CONCLUSIONS

A POST regulation addressing language ability was first adopted in 1975. In the years between 1975 and present, the issue of whether POST should mandate use of the POST entry-level reading and writing test and/or set a mandatory cutoff score on the test has been addressed on numerous occasions. Local agencies have expressed significant opposition to any such mandate in the past, citing the need to exercise local autonomy, questioning whether a state-mandated program could meet their needs for frequent testing and immediate feedback, challenging POST's authority to mandate the use of the POST test in lieu of locally developed and validated tests, and expressing concern over their liability should the POST test be challenged. These concerns are likely to continue to exist.

The current program of voluntary use of the POST test has met

with considerable success. Use of the tests has increased steadily over the past six years, and improvements have been realized with respect to the overall reading and writing skills of new entrants into the profession during a time of declining reading and writing skills among job applicants. In addition, recent actions on the part of the Commission to raise the recommended minimum cutoff score range on the test, and to develop a job-related essay test of writing ability, should serve to further improve basic language skills among newly employed officers in the future.

The Commission's action to set a voluntary minimum cutoff score range, as opposed to a single mandated cutoff score, has had the desired effect of resulting in locally set cutoff scores that typically exceed the lower end of the POST-recommended cutoff score range. Furthermore, in the last 18 months, no agency has set a cutoff score below the lower end of the recommended cutoff score range. Whether those agencies not currently using the POST test would follow suit if the POST test were mandated is an open question, although there is no apparent reason to believe they would do otherwise. A POST-mandated minimum cutoff would ensure that all persons meet a uniform minimum requirement, but would likely also have the undesirable effect of lowering the average reading and writing skill requirement across all agencies (because agencies would be reluctant to set local requirements above the POST-mandated minimum).

Any action to mandate the use of the POST test would have a considerable impact on POST operations. Estimated costs to continue to administer the existing test program during FY 88/89 total \$120,000. Expansion of POST's current testing services to all agencies would result in a doubling of the number of tests administered, and would result in a net estimated increase in POST expenditures of from \$356,000 to \$666,000 annually, depending on the status of POST's new computer system and on whether POST continued to underwrite the costs of testing for agencies in the reimbursable program only, or began underwriting the costs for all agencies in the POST program. Adoption of a system that would better address the need expressed by some local agencies for continuous testing and immediate feedback (regional testing centers with automated uploading of test results to POST and automated mail out of "Certificates of Results" to each individual test taker) would result in increased annual expenditures ranging from \$562,000 (underwriting costs for reimbursable agencies only) to \$894,000 (underwriting costs for all agencies in the POST program). In addition, one-time purchase of the computer and associated peripheral hardware needed to implement this approach would cost an additional \$325,000.

An alternative to mandating the use of the POST test is described wherein agencies would have the option of using the POST test

with a minimum cutoff score established by POST, or using an alternative job-related test with a minimum cutoff score equivalent to the minimum cutoff score on the POST test. Such an alternative would have the effect of establishing a statewide minimum standard, while at the same time, permitting use of alternate tests (upon POST approval). Opposition to this alternative would likely be voiced by agencies who have expressed concerns with a POST-mandated requirement in the past. In addition, while less costly than either of the two alternative approaches to mandating the use of the POST test, increased POST expenditures to implement this alternative are estimated to range from \$206,000 to \$506,000 annually (depending on how many agencies would elect to simply use the POST test). Finally, significant technical and administrative difficulties would be associated with the evaluation of alternative tests for job relatedness and test score equivalency.

Considerable time was devoted to a discussion of POST's existing reading and writing testing requirement, and to the three alternatives to the current requirement described in this report, at the meeting of the Commission's Long Range Planning Committee on March 23, 1988. The committee noted that POST can take pride in the improvements that have been realized as the result of Commission actions over the years to address language skills requirements. It further noted that recent Commission actions to raise the recommended cutoff score range on the POST test, and to approve the development of a job-related essay test of writing ability, represent prudent next steps which should result in continued improvements in the future. Staff reported that POST has never actively marketed the POST test and intended to do so in the near future. The committee concurred that such action would be appropriate.

The committee also concurred that a POST-mandated graduation standard for the basic course would entail fewer drawbacks and could be as effective as a POST-mandated reading and writing test/minimum cutoff score. Such a standard would consist of a Commission-mandated minimum passing score on a POST-developed test of student achievement. Accordingly, the committee moved to recommend to the Commission that POST announce its intention to pursue such a graduation standard for the basic course and seek field input on the proposed action.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title POST Program to Recognize Physically Fit Peace Officers		Meeting Date April 21, 1988
Bureau Standards & Evaluation	Reviewed By	Researched By John Berner <i>JB</i>
Executive Director Approval <i>Morris C. Behm</i>	Date of Approval 3-25-88	Date of Report March 24, 1988
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact		<input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should POST develop and administer a voluntary program to formally recognize physically fit peace officers?

BACKGROUND

At the January 21, 1988 Commission meeting, staff was directed to research alternatives for the development and implementation of a POST-sponsored program to identify and formally recognize officers who maintain exemplary levels of physical fitness.

ANALYSIS

Three alternative models for developing and administering such a program are presented below. All three models are based on the following assumptions:

- o The program would be entirely voluntary in nature.
- o The purpose of the program would be to formally recognize physically fit officers -- not to negatively sanction officers who may be in poor physical condition.
- o The program would contain a battery of common adult physical fitness tests (examples include a 1-1/2 Mile Run/Walk, Benchpress, Legpress, Situps, Pushups, Flexibility Tests, Skinfold Body Fat Measurements, and Resting Heart Rate and Blood Pressure).
- o Tests would be scored on the basis of age and sex norms.
- o Local agencies would conduct medical prescreening of participating officers.

- o All test administration and program management activities would be conducted by local agency personnel.
- o Some type of recognition award would be provided by POST or the local agency -- e.g., lapel pin, rosette, patch, etc.

PROGRAM ALTERNATIVES

Alternative 1: POST-Developed and POST-Administered Automated Program

The following six program components would be developed and administered by POST under this alternative:

- Component 1. Specification of a Fitness Test Battery comprised of common measures of fitness (such as cardiovascular assessments, flexibility measures, and muscular strength and endurance tests).
- Component 2. Provision of a Program Administration Manual that includes the following materials:
 - a. Test administration forms and instructions
 - b. Test interpretation instructions and norms
 - c. Medical prescreening recommendations
 - d. Exercise prescriptions tied to each of several fitness levels for each fitness test
 - e. A primer on diet and nutrition
 - f. Recommendations on program implementation at the local level
- Component 3. Development and presentation of Training Seminars for those personnel who are assigned the responsibility of administering the program at the local level.
- Component 4. Identification and collection of Program Evaluation data (such as Workers' Compensation claims, sick days, performance evaluations, etc.) through which the worth and impact of the program can be evaluated.

Component 5. Development of a Computerized, Menu Driven Fitness Management Information System (MIS) through which the following could be accomplished:

- a. Scoring and maintenance of individual fitness test results
- b. Individualized feedback reports that contain exercise advice/prescriptions which are generated specifically for each participant
- c. Generation of program summary statistics for participating agencies
- d. Collection and processing of program evaluation data

Component 6. Ongoing Program Administration through which POST would operate the Management Information System, issue awards and provide continuing support and training.

Advantages and Disadvantages of Alternative 1

The advantages of Alternative 1 are as follows:

- o Both health and fitness are addressed under the alternative, thereby significantly increasing the likelihood of producing positive lifestyle changes.
- o Participants would receive individualized feedback, which should enhance participant commitment to the program, and thus increase the chances of program success.
- o Implementation of this alternative would reinforce POST's image as a national leader in developing new law enforcement programs.
- o POST training of local agency program administrators would assure greater uniformity and accuracy with respect to testing.
- o The automated Management Information System (MIS) would provide a database from which a variety of types of information could be retrieved for later study; e.g., illness/injury data, fitness levels throughout officers' careers, norms against which individual fitness levels could be compared, whether fitness promotion programs have an impact on productivity

and/or health care costs, evidence to substantiate mandatory participation requirements in the future, etc.

The disadvantages are:

- o The program would be costly and time consuming to develop, as well as costly to maintain.
- o The program would constitute a major new endeavor for POST that arguably could be extended into many other areas (formal recognition by POST for outstanding marksmanship, weaponless defense skills, etc.).
- o POST's direct involvement in both the collection and storage of peace officer physical fitness data, and the allocation of awards based on that data, could meet with considerable resistance by local administrators.

Alternative 2: POST-Developed Automated Program

Alternative 2 is essentially the same program as Alternative 1 with two notable exceptions:

- o Component 4 (Program Evaluation) would not be implemented;
- o Local agencies would be responsible for Component 6 (Ongoing Program Administration).

POST's involvement in the program would be limited to the initial development and promulgation of the program, to the training of outside agency personnel to operate the MIS software system, and to the provision of future training for representatives from agencies that are just entering the program.

Advantages and Disadvantages of Alternative 2

The primary advantage of Alternative 2 as compared to Alternative 1 is that it would be less costly for POST to implement and administer. The disadvantages are threefold:

- o POST would lack much of the data necessary to evaluate the impact and effectiveness of the program.
- o Once developed, POST would retain little control over the program.
- o POST's role in developing and implementing the program would be less visible.

Alternative 3: POST Developed Non-Automated Program

Alternative 3 is the same program as Alternative 2 except that Component 5 (the Computerized Management Information System) would not be developed. Thus, local administration of the program would be achieved via a manual system for collecting and processing test results, as well as providing feedback and awards to program participants.

Advantages and Disadvantages of Alternative 3

This alternative would be the least costly and time consuming for POST to develop. Due to the lack of an automated system, greater personnel resources would be needed at the local level to administer the program. As with Alternative 2, no mechanism would be provided to evaluate the program and POST would relinquish to a considerable extent, both control over the program, and the recognition that accompanies such control.

STAFFING AND MANPOWER

Staff resources required to conduct this project would vary depending upon which alternative is implemented. However, adoption of even the minimum approach described in Alternative 3 would exceed the capacity of current staff to develop the program. For this reason, it is recommended that a POST Management Fellow be utilized to conduct the project. The cost of the fellowship would vary according to alternative. Approximately 9 months of Management Fellow time would be needed in order to implement Alternative 1, with a reduction to 6 months for Alternative 2 or Alternative 3.

Clerical support, software development, and other support services would be provided by existing POST staff. In the event Alternative 1 is adopted, it is estimated that a permanent half-time clerical position would be needed to administer the program on an ongoing basis.

COSTS AND TIME FRAMES

Cost estimates for the three alternatives are shown below:

	<u>Program Development</u>		
	Alternative 1	Alternative 2	Alternative 3
Mgt. Fellow (salary & per diem)	\$75,000 (9 mo.)	\$50,000 (6 mo.)	\$50,000 (6 mo.)
Awards	12,000	-	-
Computer	7,500	7,500	-
Travel	25,000	20,000	15,000
Misc. (testing equipment, contractual services, etc.)	<u>5,000</u>	<u>5,000</u>	<u>3,000</u>
	\$124,500	\$82,500	\$68,000

	<u>Ongoing Costs</u>		
	Alternative 1	Alternative 2	Alternative 3
Clerical Support (half-time position)	\$15,000		
Awards	24,000		
Travel	2,000		
Misc.	<u>5,000</u>	<u>\$3,000</u>	<u>\$3,000</u>
	\$36,000	\$3,000	\$3,000

Estimated time requirements for program development are 11 months for Alternative 1, 10 months for Alternative 2, and 8 months for Alternative 3.

LOCAL AGENCY COSTS

Participating agencies would assume all costs for medical prescreening (which could approximate \$100 per individual), testing equipment and facilities, and all staffing costs associated with test administration and local agency program coordination. Under Alternatives 2 and 3, they could also be required to pay for all awards. Undoubtedly, medical prescreening will result in an indefinite number of disability retirements. Finally, any injuries incurred during testing will be covered under Workers' Compensation (and most probably, any injuries incurred during exercise to prepare for the tests will also be covered). Thus, the costs to local agencies should not be minimized.

LEGAL ISSUES

Questions exist as to POST's legal authority to develop and implement a voluntary testing and recognition program. These questions concern POST's authority to spend public funds on such a program; POST's authority to collect personal information on peace officers absent express or implicit authorization to do so; and privacy issues related to the collection of medical or health information. Further evaluation of these issues is currently being conducted by our legal counsel.

LOCAL AGENCY INTEREST

Many agencies have instituted programs for promoting physical fitness among incumbent officers. The degree to which these and other departments would be interested in participating in a POST-sponsored program is unknown.

SUMMARY AND CONCLUSIONS

Three alternative programs for POST recognition of officers who exhibit exemplary physical fitness have been described. Adoption of any of the alternatives would require the commitment of considerable POST resources. Local agencies that chose to participate in the program would likewise be required to devote considerable time and resources. Many agencies have implemented locally developed physical maintenance programs, and the degree to which local agencies desire and would participate in a POST-sponsored program is unknown. Finally, questions exist as to POST's legal authority to develop and administer such a program.

After due consideration of all of the information contained in this report, the Commission's Long Range Planning Committee, at their regularly scheduled meeting on March 23, 1988, moved to recommend to the full Commission that staff survey Chief Executives to determine local agency interest in the three alternative programs. If the Commission concurs with this recommendation, staff will initiate such a survey, seek further clarification of the legal issues raised by counsel, and report all findings at the July 21, 1988 Commission meeting.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Modification of Basic Course Curriculum-- First Aid/CPR - Criminal Law, and Hate Crimes		Meeting Date April 21, 1988
Bureau Training Program Services	Reviewed By Hal Snow <i>HS</i>	Researched By Ray Bray
Executive Director Approval <i>Morgan C. Berlin</i>	Date of Approval 3-28-88	Date of Report March 21, 1988
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact		<input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Commission approval of Basic Course curriculum changes relative to First Aid/CPR, Criminal Law and Hate Crimes.

BACKGROUND

The Basic Course is continuously updated, and major changes are routinely brought before the Commission for consideration. These proposed changes have been carefully developed with the input of subject matter experts who teach in the basic academies. The academy directors have also reviewed and approved these changes.

ANALYSIS

POST's existing Basic Course standard for first aid and cardiopulmonary resuscitation (CPR) is the Standard First Aid/CPR Course of the American Red Cross and the American Heart Association. Law enforcement trainers have recognized serious deficiencies with this standard in meeting the specific training needs of peace officers. In 1984, Penal Code Section 13518 was modified giving the Emergency Medical Services (EMS) Authority responsibility to establish first aid/CPR training standards for public safety personnel. Effective December 1, 1987, those standards identify POST as one of the "approving agencies" for first aid/CPR training. The standards permit approving agencies to design their own course as long as EMS minimum specified topics are included and the course meets the required minimum 21 hours of instruction and testing.

Staff, with the input of an advisory committee of subject matter experts, designed a course relevant to the specific needs of peace officers yet consistent with EMS minimum topics. See Attachment A for proposed topics and performance objective language. It is proposed that the two existing performance objectives (one concerning first aid and the other CPR) be combined into one objective, as shown in Attachment A. Besides the EMS-required topics, three additional topics are recommended: (1) AIDS familiarization, (2) use of airway devices in administering CPR, and (3) distinguishing between intoxicated persons and those with medical conditions, i.e., diabetic reaction. The detailed Unit Guide gives emphasis to the EMS-required topics which are most needed by peace officers while at the same time de-emphasizes others less needed. All first aid/CPR techniques identified in the detailed Unit Guide for this training are consistent with those advocated by the American Red Cross and the American Heart Association. Written and psychomotor tests for this training will be developed by staff and subject matter experts.

Because EMS standards require approving agencies to establish standards for instructors who teach first aid/CPR, it is proposed that POST require academies to use currently certified instructors of the American Red Cross or a currently licensed medical practitioner, i.e., medical doctor, nurse, or emergency medical technician. The EMS Authority, in reviewing a draft of this proposed curriculum, has indicated it will approve the course once it is formally submitted for approval. The proposed curriculum will require a minimum 21 hours of instruction and testing, which is approximately the same as the present hours devoted to the subject. The net effect of this proposed curriculum change will be more relevant training for peace officers.

Proposed curriculum changes relative to Criminal Law involve: (1) the addition of one performance objective on the procedures necessary to conduct a "line-up" identification of suspects, (2) the addition of one performance objective on the legalities of admissibility for line-up identification of suspects, and (3) the deletion of an unnecessary objective concerning field showup, as this was found to be redundant with an existing objective. See Attachment B for these proposed changes. These proposed changes will result in no additional instruction or test time for academies.

Proposed curriculum changes relative to Hate Crimes were inspired by recommendations of the California Attorney General's Commission on Hate Crimes, which were published in a 1986 report. Recommendations concerning peace officer training were evaluated by staff and an advisory committee of subject matter experts which resulted in the following recommended curriculum changes: (1) one new performance objective on recognizing hate crimes, 2) one new performance objective on consequences of hate crimes, and (3) one new performance objective on laws regarding hate crimes. The proposed curriculum (Attachment C) should enable students to understand and identify hate crimes motivated by racial, ethnic, religious, or sexual orientation. Additionally, officers should be able to more accurately investigate and report such incidents as a result of this training. It is estimated that this proposed curriculum will require no more than two additional hours of academy instruction.

To provide academies with sufficient time to incorporate these curriculum changes, it is recommended they be made effective July 1, 1988.

RECOMMENDATION

Approve Basic Course curriculum changes related to First Aid/CPR, Criminal Law, and Hate Crimes effective July 1, 1988.

Proposed Basic Course Curriculum Modifications
First Aid/CPR, 1988

8.32.0 ~~HANDLING SICK AND INJURED PERSONS~~

(Delete) Learning Goal: ~~The student will understand how to handle cases involving sick and/or injured persons.~~

PERFORMANCE OBJECTIVE(S):

(Delete) 80% ~~8.32.1 The student will identify the most common limitations imposed by law enforcement agencies concerning the rendering of aid to and/or transportation of injured or sick persons.~~

8.45.0 FIRST AID AND CPR

Learning Goal: The student will gain a working knowledge of Standard First Aid and Cardiopulmonary Resuscitation.

PERFORMANCE OBJECTIVE(S):

8.45.1 The student will complete a course in First Aid and Cardiopulmonary Resuscitation as prescribed by the Emergency Medical Services Authority (PC 13518) and the Commission on Peace Officer Standards and Training. (Refer to Unit Guide #44 for required content.)

(Delete) ~~8.45.2 The student will complete a course in Cardiopulmonary Resuscitation as prescribed by Emergency Medical Services Authority. (PC 13518)~~

Topics Required By EMS

1. Emergency action principles which describe the basic problems of decision making in first aid;
2. First aid for medical emergencies, including sudden illnesses;
3. Cardiac and respiratory emergencies, including cardiac and/or respiratory failures in victims of all ages;
4. First aid for traumatic injuries including wounds, and life threatening bleeding;

Topics Required By POST

1. AIDS Familiarization
2. Use of Airway Devices
3. Distinguishing between intoxicated persons and those with medical conditions.

Proposed Basic Course Curriculum Modifications
(continued)

Topics Required By EMS

5. First aid for specific injuries, including care for specific injuries to different parts of the body;
6. Bandaging, including materials and guidelines used in bandaging;
7. First aid for environmental emergencies including burns, heat and chemical burns, electrical emergencies and exposure to radiation, or climatic changes;
8. First aid for injuries to bones, muscles, and joints;
9. Emergency extrication rescue and transfer;
10. First aid for obstetrical emergencies.

MAJOR BASIC COURSE CURRICULUM
CHANGES FROM THE CRIMINAL LAW
UPDATE SEMINAR FOR 1988

4.9.2 ~~The student will identify the following technical methods for~~
(Delete) ~~identifying suspects:~~

- A. ~~Field Show-up~~
- B. ~~Photo identification~~
- C. ~~Identification kit~~
- D. ~~Artists~~

4.9.4 Given word-pictures or audio-visual presentations depicting a
(New) "line-up," the student will identify the steps necessary to
 conduct the line-up in a manner that would make the results
 admissible.

MAJOR BASIC COURSE CURRICULUM CHANGES RESULTING FROM HATE/RACIALLY
MOTIVATED VIOLENCE AND ELDERLY CRIME SEMINAR

Functional Area 2 - Community Service Concept

(New) 2.6.0 Learning Goal: The student will understand hate crimes motivated by racial, ethnic, religious, or sexual orientation.

(New) P.O. 2.6.1 The student will recognize indicators of hate-related crimes including:

- A. Anti-religious symbols/slurs
- B. Racial/Sexual/Ethnic slurs
- C. Racist symbols
- D. Hate group symbols
- E. Anti-gay/lesbian slurs

(New) P.O. 2.6.2 The student will identify the consequences of hate crimes including:

- A. Psychological effect on victim
- B. Denial of basic constitutional rights
- C. Divisiveness in the community
- D. Potential escalation of violence

(New) P.O. 3.23.6 The student will recognize specific hate crime law including:

- A. Civil Rights (422.6 and 422.7 PC)
- B. Religious terrorism (11411 and 11412 PC)
- C. Terrorism in places of worship (11413 PC)
- D. Arson against church or synagogue (1170.8 and 1170.75 PC)

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Progress Report: Interactive Videodisc PC 832 Course		Meeting Date April 21, 1988
Bureau Training Program Services	Reviewed By Hal Snow	Researched By George Niesl
Executive Director Approval <i>Mouman C. Boehm</i>	Date of Approval 4-6-88	Date of Report April 5, 1988
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact		<input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Shall the Commission, after review, authorize field testing and conditional acceptance of the final products of the contract?

BACKGROUND

In April 1985 the Commission authorized staff to prepare a Request for Proposal (RFP) to develop a computer assisted, interactive videodisc (IV) instruction program for training peace officers as required by Section 832 of the California Penal Code. Two years ago, at the January 1986 meeting, the Commission approved the award of contract to Reflectone Media Systems, Inc. for the development of the program. The contractor and co-contractor, Comsell, Inc., began work on the project in March 1986 to complete the project in ten months, by January 15, 1987. Subsequently, Reflectone Media Systems has relinquished its role and Comsell, Inc. is now the sole contractor. The project completion date has been extended.

By terms of the original contract, the contractor agreed to provide services in the development and production of an interactive videodisc training program covering all subject areas in the PC 832 course. The contractor agreed to: (1) devise an instructional design and system for the delivery of such training, (2) develop a methodology for the evaluation and measurement of student performance in the course, and (3) provide four sets of hardware upon which to demonstrate and present the training course. In return for this, the State of California (POST) agreed to pay the contractor \$249,520. The scope of the original agreement was expanded and the contract amount was subsequently increased to \$312,520.

ANALYSIS

The contractor was tasked with the challenge of developing a PC 832 course system that would deliver training that is:

- o standardized and consistent
- o high quality in decision-making and psychomotor skills
- o accessible in remote areas
- o remedial as well as initial

To accomplish this required the application of special skills by the contractor -- in interactive instructional design, computer programming, video production and editing, and videodisc mastering. Subject matter experts, representing California law enforcement agencies and course presenters, participated in the development and refinement of subject matter, the development of performance objective oriented test items, and script writing and advisement on video shoots for the course. Of major importance to the project was the assistance of personnel from the Los Angeles Police Department and the Los Angeles Sheriff's Department in video shooting, acting and narration for the course. To ensure adherence to POST goals and objectives for the project, POST Staff was closely involved in all phases of the project with the contractor and subject matter experts. The Course is described below, along with pertinent comments for comparison.

THE INTRODUCTION TO LAW ENFORCEMENT COURSE

General Features: Introduction to Law Enforcement is a three-part interactive course that fully meets the training requirements mandated by PC 832 and for Level III reserve officers. It covers subject matters relating to 145 performance objectives or competencies in the Basic Course. Sufficient test items are provided for instructional managers to test and retest trainees in all of these subject matter areas.

Physically, the courseware comes in three forms: printed study booklets, 12- inch laser videodiscs, and five-and-a-quarter-inch computer diskettes -- all of which are used by the trainee throughout the course. Course hardware, the equipment used to present the training in an interactive mode, consists of a computer, a video monitor for color display, a videodisc player, and necessary cables to interconnect the major components. The Introduction to Law Enforcement courseware has been designed to be used on IBM Infowindow System Hardware.

Course Curriculum: The three parts of the interactive videodisc course are the same as the modules of the traditional PC 832 course. This is to accommodate the needs of different trainees.

Some, such as Level III reserve candidates, will need to take all three parts, corresponding to the minimum 56-hour traditional course. Others can take Part One, corresponding to the minimum 24-hour module of the regular course. Part Two, on Firearms, covers more fully the material in the second 16-hour module of the regular training course. Part Three of the Introduction to Law Enforcement interactive course corresponds to the last 16-hour module of the PC 832 course. The topics covered in the three-course parts are shown below.

INTRODUCTION TO LAW ENFORCEMENT
Interactive Videodisc Training Course

Part One. Professional and Legal Aspects

Professionalism
Ethical and Unethical Behavior
Administration of Justice System
Introduction to Law

Laws of Arrest
Legal Aspects of Force
Laws of Evidence
Investigation

Part Two. Firearms: Safety, Care and Use

Firearms Safety
Firearms Function
The Revolver
The Semi-Automatic

Care and Cleaning
Shooting Principles
Shooting Positions
Range Procedures

Part Three. Communication and Arrest Techniques

Community Service
Influencing Attitudes
Interpersonal Communication
Interviewing
Note Taking
Report Writing
Introduction to Weaponless Defense

Control Holds
Takedown Holds
Foot Movements
Weapon Retention
Person Searches
Restraint Devices
Prisoner Transportation

Each of the above topics is matched to an appropriate training approach in the instructional design. For example, a scenario or exercise training strategy is used for such topics as: ethics and professionalism, legal principles, arrest law and procedures, search and seizure concepts, techniques of communication, interviewing, note-taking, and report writing.

A different approach is taken with defensive tactics and firearms training. After viewing motion and still frames on the screen, the trainee then performs the various holds on another trainee or practices certain actions with a mock weapon.

All of the above subjects are covered in the study booklets for the different course parts. The learning of required knowledge in each of the subjects is reinforced by fill-in-the-blanks exercises on the video screen. In all cases, knowledge acquired is applied in realistic simulated situations as part of the learning experience. Then, and only after all aspects of the learning have been completed to the trainee's satisfaction, the trainee is tested on the system for knowledge acquired. Additionally, the trainee is required to physically demonstrate proficiency in defensive tactics and firearms using gymnasium matted areas and firearms ranges.

Evaluation: As a pilot experiment in law enforcement training, the Introduction to Law Enforcement course must be thoroughly evaluated in learner and classroom situations. For proper evaluation, a considerable number of trainees would have to take the interactive training course. This will require several

months' time, and the results of the evaluation will probably not be available until January 1989.

Project work is largely completed. Delivery of initial hardware and demonstration software will be delivered to PQST prior to the April 1988 meeting. Over 450 new test items were developed especially for this course.

A demonstration of the program will be made at the Commission meeting. If Commissioners approve, it would be staff's intent to further test all products delivered by the vendor. Assuming continued satisfactory performance, all products would be accepted and the contract requirements deemed to have been met.

Recommendation

Authorize staff to accept the final products of the contract and approve field testing.

COMMISSION AGENDA ITEM REPORT			
Agenda Item Title		Progress Report on POST Video Distribution/ Request Formal Approval for Management Fellow	
Bureau		Reviewed By	Meeting Date
Training Program Services		Glen Fine	April 21, 1988
Executive Director Approval		Date of Approval	Researched By
<i>Murray C. Becker</i>		4-6-88	Hal Snow
			Date of Report
			March 21, 1988
Purpose:		<input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No	
<input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact			

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

This is a progress report on POST video distribution activities and a request for formal Commission approval of a POST Management Fellow.

BACKGROUND

At the January 1988 meeting, the Commission considered a staff report presenting alternatives for making videotape training programs more readily available to law enforcement agencies for roll-call and in-service training. The Commission approved a one-year pilot project that involves: (1) increasing information to law enforcement agencies about available videotape training programs, (2) selecting an undetermined number of the best training videotapes and providing copies to agencies upon request, and (3) evaluating the effectiveness of these efforts and reporting back to the Commission. The Commission also approved the establishment of a training videotape distribution library within POST and the securing of necessary staff, including a temporary management fellow. This report summarizes the activities being pursued by staff on behalf of the above Commission direction.

ANALYSIS

One-Year Pilot Project. Procedures have been implemented to have each issue of POST Scripts include a listing and description of the most recently produced video training tapes. The process for selecting and distributing the best agency-produced videos has begun with the development of selection criteria. Law enforcement agency producers have submitted their most recently produced videos meeting the selection criteria and a representative group of training managers representing the users will be assembled in May to select from 40-50 videos approximately 15 for distribution. Selection of a videotape reproduction service through competitive bidding has been initiated. A descriptive document will be developed for each video selected for distribution that will include such information as the title, length, source, abstract description, key points, and perhaps test/discussion questions. It is anticipated law enforcement agencies will be given the opportunity to request the videos sometime in June or July with distribution soon thereafter. The distribution of the videos will be accompanied by the above information in standardized format, an admonition to preview the videos prior to their use, and an evaluation to be returned to POST. The pilot project is progressing well with the enthusiastic cooperation of the large agency media producers.

Establishing A Video Distribution Library (Service). Preliminary research into ways to establish a library has revealed several possibilities, including use of a promising modern technology that transmits the video signal via satellite rather than physical hard copy distribution. Extensive and growing networks of uplink and downlink capabilities already exist for transmitting and receiving audio/video information. Additional research is needed to completely identify what exists and what is needed to implement such a system. Staff research will also provide cost comparisons between traditional and satellite delivery. Recording the video signal from a satellite transmission can be done at any hour of the day for subsequent use in roll-call or in-service training by a law enforcement agency.

Other uses of a satellite delivery system will be researched including live teleconferencing for selected audiences, operational information and news distribution for law enforcement, the possibility of developing a system for satisfying part or all of POST's Continuing Professional Training (CPT) Requirement, computerized dial up of programs, and others. Satellite teleconferencing is now being successfully used by the Federal Bureau of Investigation for training and information distribution. The FBI has indicated its interest in working with POST in establishing a western uplink for law enforcement training. As this research progresses, the Commission will be given periodic reports.

Budget Change Proposal. A BCP will soon be prepared to secure the needed staff to implement a video distribution library or system. An analysis is currently underway to determine the need. The Commission will be presented proposed BCP's at its July 1988 meeting.

Selection of POST Management Fellow. Staff is currently soliciting applications for a six-month fellowship that would research alternatives for establishing a video distribution library (or service). It is anticipated a Management Fellow will be selected and begin work by June 1988. A required roll call vote was not taken on this issue at the January 1988 meeting, nor was there an amount specified. It is recommended that the Commission approve the securing of a POST Management Fellow for up to six months' service at a cost not to exceed \$45,000.

RECOMMENDATIONS

Approve a contract with a governmental agency for up to six months' services of a POST Management Fellow to conduct research on the POST Video Library/Distribution System at a cost not to exceed \$45,000.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contract Request--POST Institute of Criminal Investigation		Meeting Date April 21, 1988
Bureau Training Program Services	Reviewed By Hal Snow <i>HS</i>	Researched By Frederick Williams <i>FW</i>
Executive Director Approval <i>William C. Bohner</i>	Date of Approval 3-24-88	Date of Report March 1, 1988
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact		<input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Authorization for award of a contract with a governmental agency, to be identified later, for research services to assist POST with the development of testing and instructional methodology for the core course (Basic Criminal Investigation) of the POST Institute of Criminal Investigation.

BACKGROUND

At the October 1985 meeting, the Commission, following the recommendation of the Long Range Planning Committee, unanimously approved the concept of a POST Institute of Criminal Investigation and directed staff to begin development of a pilot program.

At the November 1987 meeting, the Commission approved a report summarizing the results of the job task analysis and presenting a proposed concept description for the Institute. Based on job task analysis content for the 80-hour core course (Basic Criminal Investigation) has been developed. This course is viewed as the model or "flagship" for all the Institute's courses as it relates to quality and instructional methodology. In describing the Institute concept, it was previously noted that every effort would be made to incorporate the most effective adult and experiential learning techniques appropriate to the Institute's courses. Instructional methodology will include a high degree of student participation. To accomplish this is a major challenge. Therefore, it is proposed that POST contract with a to-be-named governmental agency or training institution to provide the developmental research.

ANALYSIS

In order to develop the instructional testing methodology for the core Basic Criminal Investigation Course and prepare for pilot presentations, we are proposing a cost reimbursement contract with a governmental agency, to be named later, to provide the following:

1. Identification of instructors, with POST assistance.
2. An instructor development workshop to teach the course coordinators and instructors the adult and experiential learning skills as part of the training effective model concept.

3. Conduct one or more subsequent "think tank" workshops with instructors to develop and refine presentation plans, scenarios, student pre/post-testing mechanisms, etc., in harmony with the training effectiveness model.
4. Planning for at least two pilot presentations of the Core Course with appropriate evaluation.
5. Other associated activities.

Since the contractor would perform work under the direct supervision of POST staff, a cost-plus cost contract is proposed that would not exceed \$100,000. An effort will be made to secure a sole source contractor who has a proven track record in this form of planning and research. The cost related to the two pilot presentations of the core course will be borne by a POST-reimbursable tuition charge.

Outcomes to be realized from the contract would include the following:

1. The training of 20 or more instructors in the appreciation and use of the training effectiveness model approach approved by the Commission, including adult and experiential learning instructional methodology. Sufficient instructors will be trained for two ultimate course presenters--one north and one south.
2. The training of approximately 50 law enforcement investigators.
3. The development and production of a detailed course outline, a course management guide and a trainee (student) guide.
4. The refinement of the Core Course content, with presentation plans, scenarios, and instructional methodology.
5. The production of pre/post-testing materials.

The length of the proposed contract will extend for eight months. The four primary areas of activity will include: Program development, instructor development, planning for two pilot presentations of the Core Course and an evaluation component.

This proposed contract will expedite bringing the Institute to the implementation stage, including freeing staff to also develop the necessary elective speciality courses. In addition, this contract and planning activities will result in the pilot testing of the Master Instructor Course which is one of the Commission's assignments to staff. If the Commission concurs with this contract, the Executive Director will confer with the Finance Committee prior to award of the contract.

RECOMMENDATION

Authorize the Executive Director to enter into a cost reimbursement contract with a governmental agency, to be identified later, for the services of assisting POST with the development of the instructional and testing methodology for the Basic Criminal Investigation Course of the POST Institute of Criminal Investigation, at a cost not to exceed \$100,000.

POST INSTITUTE OF CRIMINAL INVESTIGATION
Institute Requirements

Requirements for completing the POST Institute of Criminal Investigation are listed below. Only courses approved for the Institute will satisfy these requirements.

1. Successful completion of Core Course (Basic Criminal Investigation)
2. Successful completion of a foundational Specialty Course. (Each of the 13 specialties have a foundational course listed below as the first course under each specialty.)
3. Successful completion of three additional elective courses from the specialty selected or maximum of two "Wild Card" Courses may substitute for these elective Specialty Courses. Law enforcement agencies and candidates for the Institute should select elective Specialty Courses that meet individual and departmental needs.

Wild Card Courses

1. Use of the Computer in the Investigative Process
2. Interview/Interrogation
3. Courtroom Testimony Demeanor
4. Video/Audio Recording Equipment Proficiency

Specialty Courses

ARSON

- *
 1. Arson Investigation (40 hrs.)
 2. Basic Arson-Related Electricity/Electronics (24 hrs.)
 3. Fraud (arson for profit/knowledge of insurance co.) (24 hrs.)
 4. Vehicle Fires (8 hrs.)
 5. Arson/Incendiary Devices (explosives) (16 hrs.)
 6. Crime Scene Recording (sketching/diagramming/video/photo) (16 hrs.)

BOMB SCENE

- *
 1. Bomb Scene Investigation (30 hrs)
 2. Firing/Fusing Systems for IED's (improvised explosive devices) (8 hrs.)
 3. Military/Commercial Explosives (8 hrs.)
 4. Courtroom Preparation (8 hrs.)
 5. Crime Scene Processing (8 hrs.)
 6. Laboratory/Forensic Capabilities (8 hrs.)
 7. Bomb Threats/Searching (8 hrs.)
 8. Explosive Compliance Regulations (8 hrs.)
 9. X-Ray Methods (8 hrs.)
 10. Use of Protective Gear (8 hrs.)
 11. Booby Traps (8 hrs.)
 12. Remote Handling Techniques (8 hrs.)
 13. Hand Entry Techniques/Problems (8 hrs.)
 14. Setting Up an Explosive Dog Program (8 hrs.)

BURGLARY

- * 1. Burglary Investigation (24 hrs.)
- 2. Cargo Theft Investigation (16 hrs.)
- 3. Fencing Operations/Pawn Detail (16 hrs.)

COMPUTER CRIME

- * 1. Computer Crime Investigation (36 hrs.)
- 2. Illegal Computer Operations (24 hrs.)

CHILD ABUSE

- * 1. Child Abuse Investigation (24 hrs.)
- * 2. Sexual Exploitation of Children (24 hrs.)
- 3. Forensic DNA Analysis (16 hrs.)
- * 4. Psychological Profiling (24 hrs.)

FRAUD

- * 1. Fraud Investigation (24 hrs.)
- 2. Real Estate Fraud (16 hrs.)
- 3. Embezzlement (8 hrs.)
- 4. Business Records (16 hrs.)
- 5. Off-Shore Banking (8 hrs.)
- 6. Organized Crime, Criminal Cartels (16 hrs.)
- 7. Art Fraud (8 hrs.)

HOMICIDE

- * 1. Homicide Investigation (40 hrs.)
- * 2. Forensic Serology (20 hrs.)
- 3. Forensic DNA Analysis (16 hrs.)
- 4. Forensic Anthropology (16 hrs.)
- 5. Forensic Odontology (8 hrs.)
- 6. Morgue Procedures (8 hrs.)
- * 7. Bloodstain Pattern Analysis (40 hrs.)

INTERNAL AFFAIRS

- * 1. Internal Affairs Investigation (24 hrs.)
- 2. Internal Affairs Legal Update (8 hrs.)

NARCOTICS

- * 1. Narcotic Investigation (40 hrs.)
- * 2. Clandestine Lab Investigation (24 hrs.)
- * 3. Drug Asset Removal (36 hrs.)
- 4. Officer Safety for Narcotics Officers (8 hrs.)

ROBBERY

- * 1. Robbery Investigation (24 hrs.)
- 2. Photography - (Methods of rapid transmittal of photo images (8 hrs.)
- 3. Organized Gangs (8 hrs.)

SEXUAL ASSAULT

- * 1. Sexual Assault Investigation (24 hrs.)
- * 2. Psychological profiling (24 hrs.)
- 3. Forensic DNA Analysis (16 hrs.)
- 4. Psychology of Rape Victim (16 hrs.)

VEHICLE THEFT

- * 1. Vehicle Theft Investigation (40 hrs.)
- 2. Stolen Farm/Construction Equipment (16 hrs.)
- 3. Case Law Specific to Vehicle Theft (8 hrs.)

VICE

- * 1. Vice Investigation (40 hrs.)
- * 2. Link Analysis Technique (8 hrs.)
- 3. ABC Enforcement (8 hrs.)
- 4. Pornography (8 hrs.)
- 5. Gambling (8 hrs.)

* Course now certified

3547C
3-28-88

COMMISSION AGENDA ITEM REPORT			
Agenda Item Title Computer-Assisted Management Final Report - Simulation Systems		Meeting Date April 21, 1988	
Bureau Center for Executive Development	Reviewed By	Researched By <i>Ted Morton</i> Ted Morton	
Executive Director Approval <i>Norman C. Behn</i>	Date of Approval 4-5-88	Date of Report March 25, 1988	
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No	

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Final report on the Computer-Assisted Management Simulation Systems contract with California State University, Chico, Foundation.

BACKGROUND

Early in 1986, the Commission expressed an interest in proceeding with the development of a full range of decision-making gaming on a computer to provide the opportunity for executives and senior managers in law enforcement to work through strategic planning alternatives and explore the impacts of various decisions.

At the meeting of July 24, 1986 the Commission instructed the Executive Director to advertise for bids for a contract to develop the concept and specifications for Computer-Generated Management Gaming (changed to Computer-Assisted Management Simulation System). After the formal bidding process the proposal by the California State University, Chico, Foundation, was accepted and the contract in the amount of \$100,000 was awarded on February 20, 1987.

ANALYSIS

Several advantages of computer simulation training over conventional training have been cited by the contractor.

- o Reduced training time-as high as 30%.
- o Increased learning satisfaction and more motivation to learn.
- o Problem-solving and decision-making skills are enhanced.
- o Achievement - military studies cite greater student achievement.
- o Reduced costs - primarily salary relating to training time due to reduced student absence from the job while in the classroom.

Attached is an Executive Summary prepared by the contractors. Major reports by the contractor are on file at POST headquarters addressing the following:

- o Literature Review
- o Needs Assessment
- o Curriculum Design
- o Review of Existing Models and Games
- o Design Specifications

RECOMMENDATION

Approve the final report from the contractor, California State University, Chico, Foundation, as meeting the requirements of the contract.

During the study the contractor reviewed literature on over 200 different simulation games utilized in the past and present by the military, private corporations and a few institutions such as England's Police Staff College. Of the many training programs researched none provided the opportunity for law enforcement executives and senior managers to work through strategies, planning alternatives and explore the impacts of various decisions. The Commission stated an interest in the above type of training at the July, 1986 meeting. Because none of the present programs met POST needs the contractor was instructed to design the concept and specifications for computer-managed training based on the Incident Command System Course and those workshops in the Command College relating to Trends and Events Analysis, Strategic Planning and Transition Management.

In the second phase of the study the contractor completed an instructional needs assessment establishing the criteria by which the learning events for the computer-generated simulation were selected and sequenced. The next phase consisted of the development of the instructional design including modules previously mentioned identifying and analyzing Emerging Issues, Strategic Decision Making/Strategic Planning, and a Incident Command System interactive real-time command staff exercise.

The Computer-Assisted Management Simulation System (CAMS) consists of two separate programs. The first, Strategic/Futures Simulator would provide realistic exercises of the knowledge and skills surrounding the analysis of forecasting trends, events and intervention strategies. The second, Law Enforcement Incident Command System (LEICS) simulation would relate to actual major incidents involving the command structure in a multiple agency action with a single commander.

The Strategic/Futures specifications consist of eight modules for use in multi-player exercises or as individual participant stand-alone exercises. The individual offerings, for example, could be designed in a 3-day course on Strategic Management with simulation exercises on Trends and Events Analysis with Intervention Strategies.

Some of the costs of the training could be reduced by designing the hardware and some software components to be interchangeable for all programs. The software would be designed so that instructors could make changes without need to rely on computer programmers. Instructors could be further involved by coordinating the actual training from a computer work station. They could vary the play randomly by changing values and altering the mode and method of activity.

The contractor has met all of the requirements of the contract. Their study has produced the necessary concepts and specifications for computer-generated management simulation training to allow POST to proceed and investigate various possibilities for implementation of actual programs.

Interest has been shown in the concepts developed under this contract by such companies and agencies as Apple, IBM, Singer-Link and the U.S. Army Command and General Staff College. This interest could be further explored for the next step or steps for staff to take. The contractor indicated this program could cost several millions. For that reason we think external funding sources should be explored. The Commission will be kept apprised as promising ideas are developed.

Attached is an Executive Summary prepared by the contractors. Major reports by the contractor are on file at POST headquarters addressing the following:

- o Literature Review
- o Needs Assessment
- o Curriculum Design
- o Review of Existing Models and Games
- o Design Specifications

RECOMMENDATION

Approve the final report from the contractor, California State University, Chico, Foundation, as meeting the requirements of the contract.

EXECUTIVE SUMMARY
POST COMPUTER-ASSISTED MANAGEMENT
SIMULATION SYSTEM
CAMS

Introduction

An extensive one-year study was conducted by a team of researchers from California State University, Chico under contract with POST to develop the concept and specifications for using computer-assisted management simulation exercises for futures projection as a tool in strategic planning training for management students in the California Peace Officer's Standards and Training (POST) Commission's Command College curriculum. The recommended management training simulation system consists of two system models--a Command College Strategic/Futures Scenario Development system, and Law Enforcement Incident Command System (LEICS) interactive system. Both systems are identified by the term "Computer-Assisted Management Simulation System (CAMS).

The Command College Strategic/Futures management simulator provides a realistic exercise of the knowledge and skills taught in the "Defining the Futures" workshops. Eight distinct modules can be used independently as stand-alone learning exercises but are designed primarily for use as an integrated package where the simulation builds progressively as the player advances through the stages of futures scenario building. The first seven modules concentrate on the techniques needed for scanning, identifying and forecasting key trends and events for futures analysis. The simulation develops cross-impact analysis skills and requires the player to build a futures scenario using the historical date/time approach. The final module of the simulation is a "futures revealed" exercise where the player is required to interact with his futures scenario as the computer unveils the events and trends of a future built upon the event probabilities and trend analyses developed during the previous modules. The simulation play is a stochastic model with probabilities established interactively by the players within program parameters.

The functional specifications allow event and trend combinations to vary randomly. This permits repeated simulations that provide novel experiences for the player that cannot be projected. The functional specifications also permit the mode and method of the simulation to be varied by the instructor from individual play to team play to group play.

The LEICS simulation is a completely different approach. The computer managed trainer is designed to provide a realistic interactive exercise of the knowledge and skills taught in the Law Enforcement Incident Command System developed by the San Bernardino Sheriff's Department. The functional specifications prescribe a simulator that permits real time command and staff interaction. A series of scenarios allow students to play roles as the Incident Commander, Operations Officer, Planning/Intelligence Officer, Logistics Officer, and Finance Officer. A sixth station offers play as the Public Information Officer Liaison with a variety of agencies and higher headquarters, political figures, etc. The instructor can serve as the controller for the exercise or that function can be rotated among the trainees. The system documents the activities of the commander and each staff officer for a replay and critique of the exercise.

System Configuration

The modular design of the instructional content is reflected in the specified computer hardware and software development. The same components and operating system are used throughout the modules. This reduces development costs because program algorithms are repeated and common data bases are used. Instructor and user training is also minimal and embedded rules and instructions require less development time and cost.

The functional design specifies an integrated classroom with an instructor's work station and 24 student stations for the CAMS installation. A local area network (LAN) would provide communication and control for the system. Visuals would be available from an interactive video player and computer graphics package. A large screen projection unit would permit visuals and screen displays to be viewed collectively by the students as well on their individual monitors. The instructor's station would be a mini-computer to host the control program. Student work stations would be microcomputers (PC's) that would operate either as smart terminals or independent from the network with a hard disk drive. This allows portability of a modified operation of the CAMS simulation to different geographic locations.

The LEICS installation involves a similar installation scheme with a mini-computer for the instructor/controller and a communication network to six microcomputer player stations comprising a command terminal and five staff terminals. The LEICS simulation is a team exercise where each participant's actions affect the screen of every other position console in a real-time interaction effect. The communication link between the instructor/control console and participant consoles could be provided either by a LAN or by a telecommunication link via telephone data connects that would allow the simulation to be exercised among players separated geographically.

Advantages of CAMS

The use of simulations are ideal methods for the higher level learning defined in Bloom's cognitive domain of educational objectives.¹ Simulations allow the review of concepts, rules, and principles and the application of knowledge and skills in a realistic manner. Skills of analysis, synthesis and evaluation can be exercised in novel and stimulating ways in either competitive or non-competitive computer-simulated exercises.

Benefits of CAMS

- *Reduced Training Time.* While time savings vary considerably, a median value is about 30% over conventional training approaches.² This is well documented in the literature.
- *Increased Learning Satisfaction.* The CAMS is more motivating than other forms of instruction because of its interactive nature. Because of feedback provided and the capability to assess progress, students are able to develop a sense of achievement during training.³
- *Problem-solving and Decision-making Skills.* Simulation is best suited to training involving problem-solving or decision-making skills.⁴ Simulations are typically used for training purposes when increasing student motivation is desired.
- *Achievement.* The military has conducted numerous studies comparing computer-based training with conventional instruction. A review of 48 of these studies showed significantly greater student achievement.⁵ Furthermore, of the 39 studies that collected student attitude data, 29 reported more favorable attitudes toward computer simulation than conventional instruction.

Features of the POST Computer-Assisted Management Simulation (CAMS)--

The CAMS simulation provides a richer educational experience for the Command College and LEICS students as summarized.

- *Realism.* Simulation allows the application of abstract principles and concepts to concrete situations.
- *Modularized.* Eight modules allow the students to build knowledge and skills incrementally--much like a part-task trainer.
- *Flexibility.* The simulation exercises are a combination of deterministic scenarios (the play and outcomes are established in advance) and stochastic processes (mathematical probabilities).
- *Variable Mode.* The simulation exercise can be varied by the instructor to operate as an individual player mode where each student plays against program-produced norms or it can be played in a team mode where four to six players form a team and make collective decisions.
- *Repetition and Reinforcement.* The number of variables in the data base allows the simulation to be repeated many times with a different combination of variables used each time.
- *Control.* The simulation specifications also permit instructor intervention during the play.
- *Standards.* The computer simulation by necessity imposes a certain amount of standardization to the instruction. It ensures each student in every class receives a common educational experience with a uniform measurement instrument regardless of the course instructor.
- *Interaction.* Simulations allow the student to actively participate in a scenario situation where they can experience the consequences of their decisions in a realistic, non-judgmental manner. The computer simulation requires the student interact with the learning material.

The progressive nature of the simulation modules enhances learning as well. Since each module builds upon the previous exercise, the learning objectives are reinforced.

Development Cost

Modularizing the simulation exercise allows the development cost to be spread over several years. Since the simulation modules are designed to be progressive, the costs are incremental; i.e., the data bases, software routines and hardware are shared among the modules. Development cost of the final "Futures Revealed" module should be about the same as for the previous modules even though it is much more complex and sophisticated in its operation. This is accomplished because many of the data bases and software used in the previous modules are incorporated in the design. Also, the same hardware configurations are used throughout the modules.

The modular concept allows for future expansion as well. As new instructional needs become apparent, simulation modules can be added relatively inexpensively.

Implementation Plan

The implementation schedule for the development of the POST Computer-Assisted Management System (CAMS) is presented. The date for completion is based on beginning development on June 1, 1988. The system development time frame from initiation to completion is estimated to be 36 months.

Phase I	Software Design and Development	12 months
	● Detailed Design Specifications	
	● Software Design	
	● Initiate Coding	

Completion Date: May 1989

Phase II	Prototype System	18 months
	● Pilot Test	
	● Evaluation/Revision	

For one LEICS scenario and the
Scanning/Event Recognition modules
for Futures System

Completion Date: November 1989

Phase III	Development of remaining LEICS scenarios and Futures Modules	30 months
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Completion Date: November 1990

Phase IV	Development and Implementation of Complete Integrated CAMS (Futures/LEICS)	36 months
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Completion Date: May 1991

CAMS Costs

The estimated cost for a CAM system which include both the futures and LEICS system is approximately \$4.8 million spread over a three-year period.

Cost Alternatives

An Army Battalion staff exercise that provides a simulation scenario that is comparable to the LEICS design in terms of sophistication and operation cost approximately \$25 million for R & D and is "retailing" at \$6.5 million a copy to the Army. Modification of the system for LEICS application is estimated to cost over \$1 million.

A less elaborate simulation designed for training Air Force Air Traffic Controllers cost over \$12 million. In addition, system maintenance average about \$1 million annually.

The system uses 64 slide projectors and the mechanical operation is mostly responsible for the high maintenance costs. The Air Force is currently examining computer/video display replacement options, but is concerned that the loss of fidelity will degrade the realism of the simulation to an unacceptable degree.

Marketing CAMS

The review of existing computer simulations and games did not disclose any systems that provided defining the futures training exercises. It is probable a market for the simulation exercise exists among law enforcement, military service, and other public agencies across the United States. Exploratory discussions with IBM and Singer-Link have disclosed a keen interest by these companies in possible licensing, distribution or franchising arrangements. The most marketable system (using an anti-terrorist scenario) in terms of the size of the number of potential customers is the LEICS simulation.

Development costs and operating costs may be partially defrayed by offering training courses to outside agencies. Courses could be offered to outside agencies during periods when the Command College course or LEICS training are not being used by POST. A few positions in each POST class could be reserved for outside agencies (FBI, Secret Services, Military Police, etc.) on a tuition basis which would also help to recover development costs. (This system is being used by the Lockheed Artificial Intelligence Center to help defray their training program costs. They admit one or two students from the military services, CIA, or NASA to each of their Residence Program Courses.) This system can offer an ancillary benefit by exposing POST students to other law enforcement agencies and personnel. The differing perspectives can be educationally as well as financially salutary in a Defining the Futures exercise.

Consequences if CAMS not Implemented

The major consequence of not implementing the CAMS or LEICS computer simulations is that the education programs will remain much as they are at present. Neither simulation system is expected to have a major impact on the number (or quality) of faculty required or on the amount of training time for the courses. The major advantage of implementation is the enhancement of the educational experience for the students and curriculum enrichment of the programs; i.e., graduates will be more proficient. We see no advantage of delaying development of the simulation systems. There are no technological breakthroughs necessary or anticipated that would materially enhance the functional specifications. Neither are there any dramatic cost breaks in hardware or software foreseen. To the contrary, the cost of software and courseware development will increase with inflation and rising labor rates.

Alternatives

There are no alternative off-the-shelf computer simulations that could be used in lieu of CAMS. Singer-Link has the ARTBASS staff simulator that could be modified to provide the LEICS simulation training. The cost would be about the same as our projections for the LEICS development in conjunction with the CAMS development. Development of these design specifications will result in a simulation specifically tailored to the instructional requirements of the POST Law Enforcement training that would be owned by POST. Further, developing CAMS without developing LEICS would result in losing some of the cost savings of the shared software development.

REFERENCES

1. Bloom, Benjamin S., Editor. *Taxonomy of Educational Objectives Handbook I: Cognitive Domain*, David McKay Company, Inc. New York, 1956.
2. Orlansky, J. and String, J. *Cost-Effectiveness of Computer-Based Instruction in Military Training*. IDAP-1375. Arlington, VA: Institute for Defense Analyses, April, 1979.
3. Kearsley, Gregg. *Computer-Based Training*. Addison-Wesley Publishing Co., Menlo Park, CA, 1983.
4. Ibid., p. 34.
5. Orlansky, J. and String, J. "Computer-Based Instruction for Military Training", *Defense Management Journal* (2nd quarter, 1981), pp. 45-54.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Front End Analysis Study for Driver Training Simulator		Meeting Date April 21, 1988
Bureau Executive Office	Reviewed By	Researched By Jim Holts/Doug Thomas
Executive Director Approval <i>Monahan C. Boehm</i>	Date of Approval 3-24-88	Date of Report March 23, 1988
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact		<input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No

In the space provided below, briefly, describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission authorize a Front End Analysis Study for a Driver Training Simulator with Hughes Aircraft for the sum of one dollar (\$1)?

BACKGROUND

The Commission, at the January 1987 meeting, voted to accept the driver training study report which found that driving simulators would be of great value in meeting otherwise unmet critical training needs. The Commission also authorized staff to prepare and issue a Request for Proposal (RFP) that would result in the selection of a qualified vendor to conduct a preliminary analytical study at a cost not to exceed \$300,000.

The Front End Analysis Study will first analyze law enforcement driving tasks and training objectives and assess the technologies which will best serve these objectives. Cost-benefit analysis also will be conducted for use of these technologies in a driving simulator.

The second part of the Front End Analysis Study will provide the technical specifications for a driving simulator. This will include the design and estimates of the actual cost for construction.

The RFP for a Front End Analysis of a driving simulator was mailed to 38 requesting companies on December 17, 1987. A total of 11 of these companies subsequently submitted proposals on February 16, 1988.

ANALYSIS

An Evaluation Committee, composed of four driver-training experts, the POST Budget Officer, and the POST Project Director, met for two days and rated the eleven proposals, using the guidelines shown on the attached rating form. The preliminary scores were (based on a 500 point maximum):

Evans & Sutherland	497 points
Singer-LINK	492
Hughes Aircraft Company	487
Rediffusion Simulation	453
Perceptronics	345
C.A.E. Electronics	317
Eagle Technologies	291
ORI, Inc.	270
System Technologies	269
Sinacori Associates	235
Chico University Foundation	145

The four highest ranking respondents, Evans and Sutherland, Hughes Aircraft, Rediffusion, and Singer-LINK, were invited to give oral presentations. Ratings were adjusted for these top four to reflect the new information supplied during the presentations. The cost proposals for each of the eleven respondents were opened. The rating points and the cost figures were then computed in compliance with a State-approved formula to arrive at the final scores. The following shows the results:

<u>COMPANY</u>	<u>RATINGS AFTER PRESENTATIONS</u>	<u>COST BID</u>	<u>FINAL SCORE</u>
Hughes Aircraft Company	482	\$ 1	603
Evans & Sutherland	495	287,300	449
Singer-LINK Company	491	297,996	440
Rediffusion Simulation	393	210,000	393
Perceptronics	345	299,695	308
C.A.E. Electronics	317	255,469	300
Eagle Technologies	291	243,053	280
ORI, Inc.	270	286,247	246
System Technologies	269	299,684	240
Sinacori Associates	235	237,684	227
Chico University Foundation	145	300,000	129

As indicated in the chart, the respondent with the highest score from this evaluation process is Hughes Aircraft Company. They were among the top three proposals prior to opening the cost bids. Their one dollar bid moved them to the top of the list.

The Hughes Aircraft Company is a subsidiary of General Motors Hughes Electronics Corporation. Employing over 77,000 people, it is the largest industrial employer in California. Currently, Hughes specializes in high-technology electronics for military, scientific, and commercial use. Their products range from air defense systems to radar-based avionics, from missiles to space satellites, from communications to displays, and from optics to micro-electronics. As a major designer and producer of complex aerospace systems, they have compatible concurrent experience in the design, development, conduct and evaluation of training systems, including task analyses and instructional-design studies. Their total experience is applicable directly to the proposed Front End Analysis Study for POST.

In addition to the requirements specified in the RFP, Hughes proposes several other activities which will benefit the project. For example, they intend to first educate the POST staff and driver trainers who will be working with

Hughes on the benefits and capabilities of simulator training systems. They have computerized literature searching system with links to international data banks. They propose a survey of field officers to determine needed areas of training. Their methodologies for task analyses and instructional system development are very detailed and comprehensive. One of the advantages of Hughes over most of the other respondents is that all of these services and capabilities are within one company, as opposed to working through subcontractors.

Perhaps the most significant advantage of Hughes over the other respondents is that during the past two years they have been working with the General Motors Research Laboratories on the development of an automobile simulator. GM will use this simulator for engineering and vehicle design research. However, the technologies, research, and vehicle dynamics studies already conducted for this simulator relate directly to our proposed training simulator.

The Hughes Aircraft Company's resources and experience are exceptional and directly related to the requirements of POST's Front End Analysis Study for the Law Enforcement Driver Training Simulator. The fact that they bid only one dollar is indicative of the industry's interest in this potential new field for simulation systems. The union of efforts between Hughes, General Motors, and POST should prove to be very beneficial to the California law enforcement community.

Legal counsel, both at the Department of General Services and at the Attorney General's Office, indicate they could find no legal basis for not awarding the contract to Hughes Aircraft Company.

RECOMMENDATIONS

Authorize the Executive Director to enter into a contract with Hughes Aircraft Company to conduct a Front End Analysis Study for a Driver Training Simulator for the sum of one dollar (\$1).

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Substance Abuse Resource Manual		Meeting Date April 21, 1988
Bureau Executive Office	Reviewed By Don Beauchamp	Researched By Doug Thomas
Executive Director Approval <i>Norman C. Boelun</i>	Date of Approval 3-10-88	Date of Report March 1, 1988
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact		<input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Approval of Substance Abuse Manual for California law enforcement.

BACKGROUND

The Advisory Committee, at the October 1986 Commission meeting, recommended the Commission contract for a POST Management Fellow to research the potential for substance abuse by law enforcement personnel and to develop a compendium of exemplary programs for reference by departments.

The Commission, at the January 1987 meeting, subsequently authorized hiring a POST Management Fellow to review promising programs relating to abating drug abuse by peace officers, including information on present technological capabilities.

After interviews of qualified individuals, Lieutenant Alicia Powers of the Long Beach Police Department was selected to coordinate the project. A six month contract was signed with the Long Beach Police Department to provide assistance from Lieutenant Powers for the period June 21, 1987 through December 25, 1987.

A 20-member Ad Hoc Committee was established during the initial stages of the project. Committee members represented subject matter experts from law enforcement, the private sector, a public utility, and a member of the Advisory Committee.

ANALYSISStudy Parameters

Information collected for this study on substance abuse resulted from: (1) literature searches, (2) knowledge and resource material supplied by members of the Ad Hoc Committee, and (3) a survey of California and selected law enforcement agencies nationwide.

It was found, early in the study, that the actual numbers of law enforcement personnel involved in substance abuse are unavailable for a number of reasons. Participation in treatment programs, disciplinary hearings, and termination proceedings are highly confidential. Abuses of alcohol, prescription medications, and illegal substances are frequently included under the broader heading of substance abuse. Moreover, substance abusers, themselves, often abuse more than one substance. In addition, substance abuse may cause, but not be identified as such, other actions resulting in discipline or termination.

The study therefore centered on: (1) substance abuse issues and policy considerations, (2) education and training programs, (3) assistance programs, (4) testing issues, (5) media resources, and (6) a bibliography of printed material.

Survey Results

A survey was mailed to each of the 585 agencies in California employing peace officers and to 140 other law enforcement agencies nationwide, representing a total of 725 agencies.

Sixty-five percent or 470 surveys were returned. Of this total, 393 surveys were returned by California agencies and 77 from agencies representing 40 other states.

The information from the surveys was then tabulated into the study to serve as resource. Agencies, responding to the survey, are listed alphabetically by agency type and show the various substance abuse issues addressed by each agency. With the manual, other agencies interested in particular substance abuse issues will be able to contact the agencies listed for further information.

RECOMMENDATION

Approve the Substance Abuse Resource Manual and authorize its distribution to the field.

COMMISSION AGENDA ITEM REPORT			
Agenda Item Title Proposed State Accreditation Program		Meeting Date April 21, 1988	
Bureau Executive Office	Reviewed By	Researched By Doug Thomas <i>DT</i>	
Executive Director Approval <i>Morgan C. Boehm</i>	Date of Approval 3-26-88	Date of Report March 23, 1988	
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact		<input type="checkbox"/> Yes (See Analysis per details) <input checked="" type="checkbox"/> No	

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission become the vehicle for accreditation development, funding, implementation and compliance for California Law Enforcement Agencies?

BACKGROUND

The subject of accreditation has been a topic of discussion in California since the first standards were adopted by the (National) Commission on Accreditation for Law Enforcement Agencies in April of 1983. In July 1986, the Advisory Committee was assigned the task of reviewing the issue of statewide accreditation of law enforcement agencies as an alternative to the national accreditation program. The Advisory Committee's assignment, however, was deferred in July 1987 due to similar studies being conducted by the California Peace Officers' Association (CPOA) and the California Police Chiefs' Association (CPCA).

The California Police Chiefs' Association formed an ad hoc Committee on Accreditation. The Committee was chaired by Chief Karel Swanson of Walnut Creek. Other members included Chiefs Raymond Forsyth, Visalia; Gerald Galvin, Vallejo; John Kearns, Sacramento; Ronald Lowenberg, Cypress; Michael McCrary, Signal Hill; Craig Meacham, West Covina; John Smith, Mountain View; David Snowden, Baldwin Park; and Gregory Cowart, Roseville.

The Executive Board of the California Police Chiefs' Association subsequently adopted a resolution on accreditation on November 15, 1987. The resolution supports the concept of accreditation of law enforcement agencies through standards developed in and for the State of California. It also resolves that the appropriate vehicle for development, funding, implementation and compliance is the California Commission on POST.

The general membership of CPCA ratified the Resolution on Accreditation in California on February 4, 1988. The Resolution was then forwarded to POST with a request that a steering committee be formed, composed of representatives of the professional law enforcement organizations in the State, to design a state accreditation program for California law enforcement agencies.

ANALYSIS

In order to learn more about the issues surrounding state accreditation, a careful examination needs to be made. The Commission might wish to consider the need to poll other law enforcement associations for their support or opposition. As a definition and working outline is developed, hearings could possibly be conducted around the state to receive additional input from the field. Among the issues which need study and resolution:

- o Purpose and structure of program
- o Practical administrative procedures
- o Funding
- o Legislative authority
- o Responses from city and county governments

Chairman Wasserman is appointing an ad hoc committee to study the issue if the Commission decides to proceed. Serving on this Committee are Commissioners Wasserman, Tidwell, Grande, Sourisseau, Vernon, and Wilson. The Committee could be supplemented by representatives of professional organizations to form a steering committee as recommended by the Chiefs.

Accreditation will be one of the issues presented at the 1988 Training Conference for the International Association of Directors of Law Enforcement Standards and Training. The conference will have a workshop on Thursday afternoon, April 28, 1988 at the Bahia Hotel, San Diego. The Deputy Commissioner of the Bureau for Municipal Police for the New York Division of Criminal Justice Services will address how his state established its own state accreditation program. New York and Washington are the two states which are establishing their own accreditation programs. This workshop on accreditation should provide valuable information to assist in analyzing the options and alternatives relating to accreditation.

RECOMMENDATION

Assign an ad hoc Committee of the Commission to study the request submitted by the California Police Chiefs' Association and report back to the Commission with a recommendation. This Committee should work with representatives from professional organizations and the POST Advisory Committee in considering its recommendations. Attendance of ad hoc committee members at the accreditation workshop on April 28, 1988 is also recommended.



California POLICE CHIEFS Association Inc.

1485 RIVER PARK DR., SUITE 200
SACRAMENTO, CALIFORNIA 95815
TELEPHONE (916) 423-1825

18 February 1988

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Robert Wasserman, Chairman
Commission on Peace Officer
Standards and Training
1601 Alhambra Blvd.
Sacramento, California 95816-7083

Dear Chairman Wasserman:

Enclosed is a Resolution adopted by the Board of Directors of the California Police Chiefs Association and ratified by the general membership without dissent on the subject of law enforcement agency accreditation in California. The Resolution requests that POST form a steering committee of representatives of the professional law enforcement organizations to design a state accreditation program.

I have also enclosed a discussion paper which presents our rationale on this request. I believe it clearly states the issue and why we have taken this position.

CPCA has appointed a committee of chiefs from throughout the state, which is interested in assisting you in this process. Chief Karel A. Swanson, Walnut Creek Police Department, chairs this committee and is our contact person.

We sincerely hope that the Commission will give thoughtful consideration to this request. We believe that this may represent one of the most significant steps in the enhancement of professional law enforcement in California since the creation of POST itself. We believe that we can all benefit from a cooperative program to achieve this goal.

Very truly yours,

Craig L. Meacham
CRAIG L. MEACHAM
President

cc: Sherman Block, CPOA President
Norman Boehm, POST Executive Director
Floyd Tidwell, CSSA President
Rodney Pierine, CPCA-CPOA

Enclosures

CALIFORNIA POLICE CHIEFS ASSOCIATION

RESOLUTION

ACCREDITATION IN CALIFORNIA

WHEREAS, in 1982, the California Police Chiefs Association adopted a resolution opposing the national accreditation program sponsored by the Commission on Accreditation for Law Enforcement Agencies, Inc.; and

WHEREAS, the Association by Committee in 1987 has reviewed the national accreditation program again; and

WHEREAS, the Association has also reviewed the state accreditation programs being developed in the states of New York and Washington; and

WHEREAS, the Association has concluded that the national accreditation program is inappropriate to address the unique aspects of California law enforcement; and

WHEREAS, the Association also has concluded that an accreditation program specifically designed in and for the State would be useful to enhance the effectiveness and professionalism of law enforcement in California; and

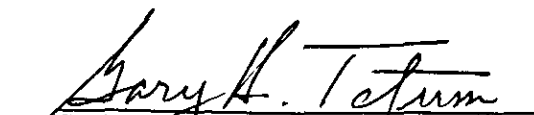
WHEREAS, the California Commission on Peace Officer Standards and Training has been in existence for over 25 years and is both experienced with and committed to improving law enforcement in California.


NOW, THEREFORE, BE IT RESOLVED that the California Police Chiefs Association supports the concept of the accreditation of law enforcement agencies through standards developed in and for the State of California and that the appropriate vehicle for development, funding, implementation and compliance is the California Commission on Peace Officer Standards and Training (POST); and

BE IT FURTHER RESOLVED that POST is requested to form a steering committee composed of representatives of the professional law enforcement organizations in the State to design a state accreditation program for California law enforcement agencies.

Adopted by the Executive Board of the California Police Chiefs Association on the 15th day of November 1987.

Ratified by the General Membership of the California Police chiefs Association on the 4th day of February 1988.


GARY H. TATUM, PRESIDENT


KAREL A. SWANSON, SECRETARY

ACCREDITATION IN CALIFORNIA

by

The California Police Chiefs Association
Ad Hoc Committee on Accreditation

In 1983, the California Police Chiefs Association adopted a resolution in opposition to participation in the national accreditation program sponsored by the Commission on Accreditation for Law Enforcement Agencies, Inc., (CALEA). The primary points at issue were

- the lack of authoritative standing of the organizations that initiated the program;
- the validity of the programs' expressed objectives;
- the meagerness of police executive input into development of the program;
- the high cost in time, money and other police resources to participate;
- and the potential for political and philosophical influences in the future.

In 1987, the Ad Hoc Committee on Accreditation was established and tasked with the responsibility to review the issue of accreditation in California. The Committee familiarized itself with the national program and the programs being developed in the states of New York and Washington. It then considered all of the information and made several findings.

- The national program sponsored by CALEA is still in its infancy. Reports for July 1987 indicate that 51 agencies in the United States have been accredited and approximately 600 are in some stage of the process. Two California departments have been accredited and two others are known to be seriously proceeding through the process.
- The 1012 standards originally adopted by CALEA have been reduced to approximately 944. These apply in varying degrees to law enforcement agencies depending upon size and scope of activities. Some are mandatory, and some are optional. A percentage of the optional standards must be met along with the mandatory standards in order to achieve accreditation. Viewed individually or as a group, most of the standards as related to agency size are applicable and achievable by most agencies in California.
- The national accreditation process requires that a team of evaluators from outside the agency's state conduct the accreditation assessment. California has over 500 law enforcement agencies, upwards of 50,000 peace officers, a population approximating 10 per cent of that of the United States, and a land area greater than several states together in other parts of the country. This compares to some states that may have only two law enforcement agencies, under 2,000 peace officers, populations of less than one-half of one per cent of the

nation, and land area smaller than many California counties. Yet, the national accreditation process is the same for all states.

- Funding to develop the national accreditation program has been primarily from federal criminal justice grants. Those funds, if not expended already, will run out shortly. Future funding of the program will be dependent upon additional grants and/or the revenues paid by agencies participating in the accreditation process.
- The total accreditation fee ranges from \$3,800 for agencies with nine or less employees to \$14,700 for agencies with 3,000 or more employees. An agency must be reaccredited every five years; so there is a recurring cost to continue in the program. These fees may ultimately become the life blood of the national program, which, therefore, is dependent upon attracting and retaining participating agencies. Failure to achieve an adequate clientele would result in increased fees, tapping other funding sources, or the demise of the program.
- In addition to the above fees, several agencies, including the two in California, have indicated the cost of going through the accreditation process as including one full year's time of a police manager - lieutenants in the California agencies - and a clerical person. Thus, based upon these experiences, it is easy to

conclude that the cost of participating in the national accreditation process for a California agency in the 10 to 49 employees groups, which represents most California agencies, could approach \$75,000-\$100,000 in fees and total staff costs.

- The California Commission on Peace Officer Standards and Training (POST) has been in existence for over 25 years. It has been a model for almost every other state in this country. Its mission has been to establish and monitor employment and training standards and programs specifically for California law enforcement agencies. It also has assisted individual agencies through management and systems audits to enhance their operations. POST is familiar with all aspects of California law enforcement and the unique California environment in which it operates. It is a natural vehicle for any statewide efforts to strengthen or standardize the law enforcement function. Expansion of POST's scope to encompass accreditation would negate any conflicts in philosophy or process that might occur from dealing with separate entities and different programs.
- In reviewing the national accreditation program and the state programs being developed in New York and Washington, there are few arguments against the establishment of standards. Many agencies would find the accreditation process very useful in strengthening their local operations, providing touchstones and

guidelines as references. California law enforcement in general would be enhanced by a statewide effort to increase the effectiveness and professionalism of the field.

- The demographic, political, social and economic environment in California is different from most other states in the nation. Similarly, California laws and the responsibilities of California law enforcement agencies are uniquely directed to meet the needs of this state.

Based upon these findings, the Ad Hoc Committee on Accreditation concluded that an accreditation process would be useful in California, if such a program were responsive to the unique aspects of the state and its law enforcement community. The best way to assure this result is to pursue the concept of accreditation through systems and organizations which currently exist within and are responsible to the state.

RECOMMENDATION:

The Ad Hoc Committee on Accreditation recommends that the California Police Chiefs Association support the concept of accreditation of law enforcement agencies through standards developed in and for the State of California, that the appropriate vehicle for accreditation development, funding, implementation and compliance is the California Commission on Peace Officer Standards and Training (POST), and that the national accreditation program sponsored by the Commission on Accreditation for Law Enforcement Agencies, Inc.

(CALEA), is inappropriate to address the unique aspects of California law enforcement.

The Ad Hoc Committee on Accreditation

Chief Karel A. Swanson, Walnut Creek - Chair
Chief Raymond W. Forsyth, Visalia
Chief Gerald T. Galvin, Vallejo
Chief John P. Kerns, Sacramento
Chief Ronald E. Lowenberg, Cypress
Chief Michael R. McCrary, Signal Hill
Chief Craig L. Meacham, West Covina
Chief John C. Smith, Mountain View
Chief David L. Snowden, Baldwin Park
Chief Gregory C. Cowart, Gilroy

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Peace Officers' Memorial Contract		Meeting Date April 21, 1988
Bureau Executive Office	Reviewed By	Researched By Don Beauchamp <i>DB</i>
Executive Director Approval <i>Thomas C. Boehm</i>	Date of Approval 3-3-88	Date of Report March 1, 1988
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

Issue

Should the Commission agree to provide certain on-going services relating to the Peace Officers' Memorial located at the State Capitol?

Background

Senate Bill 329 (Presley) of 1985, now Chapter 1518 of that year, created a Peace Officers' Memorial Commission to design, construct and dedicate a memorial to California Peace Officers. This memorial is being constructed on the lawn area of the State Library, directly across from the State Capitol Building, and upon completion the law states that the Memorial Commission will cease to exist. The bill stated that although the Commission was authorized to borrow \$25,000 of state funds to underwrite the cost of the initial meeting of the Memorial Commission, the entire project was to be financed ultimately with private donations. To date, approximately \$140,000 of the needed \$200,000 has been collected.

At the request of the Memorial Commission, POST agreed to assist in this endeavor by providing temporary bookkeeping services relating to the project. This activity includes placing the private donations in an appropriate separate account, and upon direction of the Memorial Commission, disbursing funds for authorized expenditures. It was anticipated that this bookkeeping function was an activity that would end when the Memorial had been completed and dedicated.

With the project rapidly coming to an end, the Department of General Services is now requesting that the Commission on Peace Officer Standards and Training (POST) be assigned the permanent responsibility to update the names on the Memorial annually, as well as maintain a permanent account consisting of private donations to cover the costs of adding the new names and paying for the occasional repairs.

Analysis

After the Peace Officers' Memorial Commission has disbanded, there will obviously be a continuing need for routine updating of the names on the Memorial, and for bookkeeping activities relating to the receipt and expenditure of private funds necessary for maintenance. As the Memorial is to be constructed on state property, the Department of General Services will perform all of the routine maintenance tasks. They do not desire, however, to have the responsibility for updating and bookkeeping and would like POST to

assume these tasks on behalf of the law enforcement community. The agreement proposed by General Services would make it clear that no POST funds will be utilized and that all costs would be borne by the private fund sustained by donations.

Recommendation

As it seems appropriate that the Commission on Peace Officer Standards and Training be designated to assist in the maintenance of the State Peace Officer Memorial, and because there is no direct cost to POST for furnishing the assistance, it is recommended the Commission enter into an agreement with the Department of General Services to provide this service.

DEPARTMENT OF GENERAL SERVICES



PEACE OFFICERS' MEMORIAL - NORTHEAST LAWNS OF THE
LIBRARY AND COURTS BUILDING, SACRAMENTO

AGREEMENT BETWEEN THE STATE OF CALIFORNIA
AND THE
COMMISSION ON PEACE OFFICERS STANDARDS AND TRAINING

The Department of General Services shall be responsible for the ongoing integrity of the original design of the Peace Officer's Memorial, located at the northeast corner of the Library and Courts Building in Sacramento, California, shall approve any modifications, and shall provide routine maintenance of the monument, walks and adjacent landscaping.

It is hereby agreed that the following activities concerning the Peace Officers' Memorial, shall be the responsibility of the commission on Peace Officers' standards and training, and that all costs shall be paid by same, to the extent that monies are available from private donations. Description of work to be performed annually, or as required, by the Commission:

1. Addition of new names to the designated area, as defined on the original drawings; responsibility for determining which names are to be added, and for the correct spelling; and payment of all costs, to the extent that monies are available from private donations.
2. Payment of all costs for repairs due to vandalism and other causes, and for refurbishing, as required by the Department of General Services, to the extent that monies are available from private donations.
3. Maintenance of appropriate records relating to the receipt and disbursement of private donations related to the Memorial.

Amendments to this agreement must be approved by both parties in writing. Either party may cancel the agreement upon 1 year written notice.


DEPARTMENT OF GENERAL SERVICES

3/9/88
DATE

COMMISSION ON PEACE OFFICERS'

DATE

Q

Draft Letter on SCR 53 Report

To: Joint Legislative Budget Committee Members

As directed by Senate Concurrent Resolution 53 of 1986, the Office of the Legislative Analyst completed a report in January 1988 titled, "Penalty Assessments - A Review of Their Use as a Financing Mechanism." As it turned out, the primary recommendation of this report was simply "to eliminate the percentage allocation requirements and transfer penalty assessment revenue to the General Fund" where the money would be allocated the same as any other state program. The Commission on Peace Officer Standards and Training (POST) and the local law enforcement community join in voicing our strong opposition to this proposal.

Penalty assessments have never been viewed as a General Fund revenue source, and the infrequent transfer of surplus funds to the State General Fund does not alter that fact. The concept of requiring the law violator to pay a portion of the cost for training local law enforcement officers is very appropriate. This California model is viewed nationwide as an ideal pattern. It has provided for a law enforcement selection and training program in California that is second to none.

Needless to say, the conversion of penalty assessment funds now used for local law enforcement training programs to a General Fund revenue source would be seen as an unfortunate and unwise erosion of a critical local funding resources at the very time these resources are most needed.

The Legislature has wisely established the Penalty Assessment Fund as an earmarked resource to meet the ongoing needs of law enforcement standards and training. The resulting current system has served the State and local government well in the 26 years of POST's existence. We urge you to support and maintain this highly successful approach. There is no demonstrated need for change.

Sincerely,
Chairman

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Management Course Contracts - Fiscal Year 1988/1989		Meeting Date April 21, 1988
Bureau Center for Executive Development	Reviewed By Ted Norton	Researched By Ted Norton
Executive Director Approval <i>Thomas C. Boehm</i>	Date of Approval 3-14-88	Date of Report March 10, 1988
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Commission review and final approval of the Management Course contracts for Fiscal Year 1988/89. The total maximum cost of \$301,316.00 for 22 presentations.

BACKGROUND

Staff has met with each coordinator representing the five contract presenters for the Management Course. Staff has identified a need for 22 contract course presentations during Fiscal Year 1988/89.

ANALYSIS

Course costs are consistent with POST tuition guidelines. Required learning goals are being satisfactorily presented by each contractor. The Fiscal Year 1988/89 contract costs for 22 presentations will not exceed a total of \$301,316.00. The following costs have been agreed to by the presenters:

California State University - Long Beach Foundation 5 presentations	\$73,235.00
San Jose State University Foundation - 4 presentations	51,660
Humboldt State University - 5 presentations	60,760
San Diego Regional Training Center - 5 presentations	76,415
California State University - Northridge Foundation 3 presentations	39,246

Total cost of contract for Fiscal Year 1987/88 was \$290,471.00 for 22 presentations. The 3.6% increase in contract costs over 1987/88 are for instructors; site, travel, and materials. A minimum number of 440 law enforcement middle managers will attend the 22 presentations during the Fiscal Year.

RECOMMENDATION

If approved, the action of the Commission will be to authorize the Executive Director to enter into contract agreements with the current five contractors to present 22 presentations of the Management Course during Fiscal Year 1988/89 not to exceed total contract costs of \$301,316.00.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Executive Development Course Contract FY 1988/89		Meeting Date April 21, 1988
Bureau Center for Executive Development	Reviewed By <i>[Signature]</i>	Researched By Russ Kindermann <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 3-18-88	Date of Report February 26, 1988
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact		<input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

This item is presented for Commission review and final approval of the Executive Development Course contract costs for Fiscal Year 1988/89. The total maximum cost is \$71,260.00.

BACKGROUND

Commission Regulation 1005(e) provides that every regular peace officer who is appointed to an executive position may attend the Executive Development Course, and the jurisdiction may be reimbursed provided the officer has satisfactorily completed the training requirements of the Management Course. Amendments to Regulation 1014 include non-sworn executives under the reimbursement procedures contained in PAM E-1-4a(5).

The single contractor for the Executive Development Course is Cal-Poly Kellogg Foundation, located on the California State Polytechnic University, Pomona campus. The Cal-Poly Kellogg Foundation has been under contract to present the course since October 1979. The 1987/88 contract was for \$73,305.00. The 2.8% decrease in contract costs over 1987/88 primarily represents modest decreases in instructors' salaries and supplies.

ANALYSIS

The presentation by the Cal-Poly Kellogg Foundation has been well received. The coordinators of the course have developed a special expertise in identifying law enforcement management needs and developing an excellent core of subjects and materials that meet the needs of the trainees. The instructors are recognized for their expertise in law enforcement management, futures thinking, culture-ethics-values, legal matters, education, and social and economic issues.

The contract provides for five presentations in Fiscal Year 1988/89. A minimum of 100 chiefs, sheriffs, and senior managers will receive training in the 80-hour course.

RECOMMENDATION

If approved, the action of the Commission would be to authorize the Executive Director to enter into contract agreements with Cal-Poly Kellogg Foundation for five presentations of the POST Executive Development Course for Fiscal Year 1988/89, at a maximum cost of \$71,260.00.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contract for Command College and Executive Training		Meeting Date April 21, 1988
Bureau Center for Executive Development	Reviewed By	Researcher <i>Ted Morton</i> Ted Morton
Executive Director Approval <i>Norman C. Behm</i>	Date of Approval 3-10-88	Date of Report February 26, 1988
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.		

ISSUE:

This is presented for Commission review and final approval of the Command College and Executive Training Contract for Fiscal Year 1988/89. Total maximum cost is \$321,589.00

BACKGROUND

Five classes have now graduated from the Command College. Class 10 will start June 13, 1988. Four classes are continuously in session. During the 1988/89 Fiscal Year, a total of twenty-one, four and five-day workshops will be presented at Cal-Poly, Pomona.

The contract will provide funds to present the twenty-one Command College workshops, including site, materials, facilitator and faculty costs. In addition, funds will be used for Independent Study Project Committee meetings and project grading; faculty graders for evaluating students; intersession (homework) projects; training for academic advisors; funds for continuous redesign of workshops upgrading instruction (case studies, writing special study briefs, etc.); selecting and orientation for new instructors; and funds for two assessment centers for student selection.

The contract also includes funds for development and presentation of fifteen (15) training seminars for sheriffs, undersheriffs and chiefs of police.

ANALYSIS

The two-year Command College program is continuing to receive national recognition as one of the foremost law enforcement training programs in the country. POST has taken a leadership position in design and presentation of a futures-oriented executive development program. A very high level of satisfaction (through evaluations, letters and telephone calls) is being shown by the sheriffs and chiefs of police as a result of attending seminars designed especially for them.

The total contract for 1988/89 is \$321,589.00. This is a 3.9% decrease from the 1987/88 contract of \$334,760.00.

RECOMMENDATION

Authorize the Executive Director to enter into a contract agreement with the San Diego Regional Training Center to provide expert management consultants, educators and faculty for Command College programs and special seminars for law enforcement executives and senior managers at a maximum cost of \$321,589.00 for Fiscal Year 1988/89.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Department of Justice Budget		Meeting Date April 20, 1988
Bureau Training Delivery Services	Reviewed By <i>[Signature]</i>	Researcher John Davidson
Executive Director Approval <i>[Signature]</i>	Date of Approval 3/18/88	Date of Report March 16, 1988
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.		

ISSUE

The Department of Justice has requested the approval of an Interagency Agreement (IAA) in the amount of \$735,040 for Fiscal Year 1988/89. This is \$1,141 or 0.2% more than the current agreement (\$733,899). The purpose of the agreement is to support the presentation costs of law enforcement training certified by POST to the Department of Justice.

BACKGROUND

POST has contracted with DOJ to present certified courses to law enforcement since 1974. The amount of the agreement each year has been based on the cost to DOJ for instruction, coordination, clerical support, supplies and travel. Budgets for each course are developed in accordance with course certification guidelines outlined in PAM.

ANALYSIS

The Fiscal Year 1988/89 proposal is for 26 separate courses with a total of 173 presentations. Actual number of student training hours will be reduced from 115,988 to 111,604, a reduction of 4,384 hours or 3.8%. The reduction is mostly due to the elimination of the DOJ information series from the contract. One presentation, however, will also be reduced from the Advanced Financial Investigation and Data Analyst series, (to adjust for a declining demand) and two presentations will be reduced from the Narcotics Enforcement for Peace Officers series, (to adjust for instructional staff availability).

The reduction in the number of training hours results in an increase in real training costs of 4.2%, (from \$6.32 to \$6.59 per training hour). The reason for the increase is mainly due to a modest increase in instructor salary costs.

RECOMMENDATION

Authorize the Executive Director to enter into an interagency agreement with the Department of Justice to present the described training courses for an amount not to exceed \$735,040.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title		Contract Service for Administration of POST Proficiency Examination	Meeting Date	April 21, 1988
Division	Standards & Evaluation	Division Director Approval	Researched By	John Berner <i>JB</i>
Executive Director Approval	<i>Monica C. Boehm</i>	Date of Approval	Date of Report	February 25, 1988
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/>		Yes (See Analysis per details) <input checked="" type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).				

ISSUE

Continuation of the POST contract with Cooperative Personnel Services (CPS) to administer the POST Basic Course Proficiency Examination.

BACKGROUND

Penal Code Section 832(b) requires POST to develop and administer a basic training proficiency test to all academy graduates. POST has contracted with Cooperative Personnel Services (CPS) for the administration of the examination each of the last seven years.

ANALYSIS

CPS has done an acceptable job of administering the POST Basic Course Proficiency Examination. Moreover, CPS can administer the examination for less than it would cost if POST staff were to assume this function.

The amount of the fiscal year 1987/88 contract is \$29,142. The proposed contract for fiscal year 1988/89 is for the same dollar amount, and contains the same billing rate schedule as the current fiscal year contract.

RECOMMENDATION

Authorize the Executive Director to sign a contract with CPS for administration of the POST Proficiency Examination during fiscal year 1988/89 for an amount not to exceed \$29,142.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contracts: POST Entry-Level Reading and Writing Tests		Meeting Date April 21, 1988
Bureau Standards & Evaluation	Reviewed By	Researched By John Berner <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 3-17-88	Date of Report February 25, 1988
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact		<input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Continuation of POST contracts with Cooperative Personnel Services (CPS) and the State Personnel Board (SPB) to administer and score the POST entry-level reading and writing tests during fiscal year 1988/89.

BACKGROUND

For the past several years, the Commission has authorized that the POST entry-level reading and writing tests be made available to agencies in the POST program free of charge. All test administration and scoring services associated with the testing program have been provided under contracts with the SPB and CPS. Contract amounts total \$155,091 for fiscal year 1987/88 (CPS contract: \$135,091; SPB contract: \$20,000).

ANALYSIS

All contract services have been acceptable. Recent acquisition of a high-speed scanner as part of POST's new computer system will make it possible for POST staff, effective January 1, 1989, to begin performing test answer sheet scanning and several related services that are currently provided under contract. In addition, no appreciable increase in testing volume among agencies that may use the test free of charge is anticipated for fiscal year 1988/89, and billing rate schedules for the proposed fiscal year 1988/89 contracts remain unchanged from the current fiscal year. As a result, proposed contracts for fiscal year 1988/89 total \$131,000, representing a cost reduction of slightly over \$24,000 from the current fiscal year.

RECOMMENDATION

Authorize the Executive Director to sign the following contracts with CPS and SPB for administration of the POST reading and writing tests during fiscal year 1988/89:

CPS Contract: \$121,000 (reduction of \$14,091 from current fiscal year)

SPB Contract: \$10,000 (reduction of \$10,000 from current fiscal year)

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title 1988-89 Interagency Agreement for Auditing Services - State Controller's Office		Meeting Date April 21, 1988
Bureau Administrative Services	Reviewed By <i>[Signature]</i> Otto H. Saltenberger	Researched By Staff
Executive Director Approval <i>[Signature]</i> Norman C. Boehm	Date of Approval 3-10-88	Date of Report March 4, 1988
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.		

ISSUE

Commission review and final approval of Interagency Agreement for Auditing Services - State Controller's Office for Fiscal Year 1988-89.

BACKGROUND

There is a need to selectively audit the training claims made by local agencies against the Peace Officer Training Fund. These audits have been conducted by the State Controller on a yearly basis.

ANALYSIS

Each year for the past several years POST has negotiated an interagency agreement with the State Controller's Office to conduct audits of selected local agencies which receive POST reimbursement funds. The Controller's Office continues to do an acceptable job in auditing selected jurisdictions to assure that reimbursement funds are being appropriately expended. Approval is requested to negotiate a similar agreement for 1988-89 in the amount of \$85,000.

RECOMMENDATION

It is recommended that the Commission authorize the signing of an interagency agreement with the State Controller in an amount not to exceed \$85,000 to audit local agency reimbursement claims for Fiscal Year 1988-89.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Computer Contract with Third Party Maintenance		Meeting Date April 21, 1988
Bureau Information Services	Reviewed By Glen Fine	Researched By George Williams <i>GW</i>
Executive Director Approval <i>Monroe C. Behm</i>	Date of Approval 3-21-88	Date of Report March 18, 1988
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Authorize staff to negotiate a contract with Third Party Maintenance Company for computer maintenance services during Fiscal Year 1988/89.

BACKGROUND

POST purchased its Four Phase computer in June of 1986 at the expiration of the lease with Motorola/Four Phase. The purchase was the most cost effective method of continuing computer services at POST during the period of procurement and installation of the new computer equipment. POST currently has a contract with the Third Party Maintenance Company for maintenance of the Four Phase computer. The current year contract is for \$17,148.

ANALYSIS

Use of the Four Phase computer will be required until the new DEC computer is fully operational and all systems have been developed and/or converted to the new system. This is scheduled to occur in 1988. System development and the need for parallel testing and checking of data and reports could extend the use of the Four Phase equipment into Fiscal Year 1988/89. This would necessitate the extension of the maintenance contract for another year.

RECOMMENDATION

Authorize the Executive Director to negotiate an agreement with Third Party Maintenance Company for maintenance services during Fiscal Year 1988/89 for an amount not to exceed \$19,000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Interagency Agreement with Teale Data Center		Meeting Date April 21, 1988
Bureau Information Services	Reviewed By Glen Fine	Researched By George Williams <i>(GWW)</i>
Executive Director Approval <i>Morgan C. Boehm</i>	Date of Approval 3-21-88	Date of Report March 18, 1988
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Authorize the Executive Director to negotiate an Interagency Agreement with the Teale Data Center for Fiscal Year 1988/89, for computer services.

BACKGROUND

POST has an Interagency Agreement with Teale Data Center (a State Agency) for computer services. The contract provides for a link between POST's computer and the Data Center's mainframe computer. This allows POST to utilize the mainframe's power for complex data processing jobs and the storage of large data files that require more resources than POST's minicomputer can provide. The current year contract is \$89,000.

ANALYSIS

POST is currently installing a new DEC VAX 8350 minicomputer which will replace its Four Phase equipment. The new computer is scheduled to be turned over to POST in May of 1988. During training, software testing, data conversion, and system development, POST will need to use the Teale Data Center and in the future will utilize the computing power of the Teale facilities for large statistical jobs. These costs should decrease as more routine computer jobs are converted to run on the DEC mini.

RECOMMENDATION

Authorize the Executive Director to negotiate an Interagency Agreement with the Teale Data Center for computer services in Fiscal Year 1988/89 for an amount not to exceed \$89,000.

COMMISSION AGENDA ITEM REPORT

ISSUE

BACKGROUND

ANALYST

RECOMMENDATION

POST 1-187 (Rev. 7/82)

Memorandum

POST Commissioners

Date : March 24, 1988

Robert Wasserman, Chairman
Long Range Planning Committee
From : **Commission on Peace Officer Standards and Training**

Subject: REPORT OF LONG RANGE PLANNING COMMITTEE

The Committee met in Ontario on March 23, 1988. Present were myself and Commissioners Maghagian, Pantaleoni and Vernon. Also present were Executive Director Norman Boehm and staff members Glen Fine, Michael DiMiceli and John Berner. The Committee discussed the following issues:

READING/WRITING STANDARDS

The Commission discussed this matter at its January 1988 meeting where the minimum score range was raised from 37-42 to 40-45 (50 being the score of the average applicant). Since these scores only apply to agencies using the POST tests, the Commission directed staff to prepare a report examining the feasibility of mandating statewide use of the POST test with a required cutoff score.

The Long Range Planning Committee discussion on this issue emphasized: (1) the Commission's role and responsibility for minimum standards setting; (2) progress being made with the current POST requirement; and (3) projected problems vs benefits of mandating a single test and cutoff score. Consensus of the Committee was:

- o That the current program is bringing about improvements in reading and writing abilities of recruit officers with further tracking and evaluation needed before considering the mandate questions. A year or so from now, the effect of the recently increased cutoff score range on the POST test can be examined, and staff will be prepared to report on the feasibility of requiring an essay exam to evaluate writing ability. This exam is being administered on a pilot basis and shows promise. Further, the Committee recommends a more active information effort to let agencies know of the availability of the POST test. Currently 175 departments use the test. Their scores virtually always exceed what POST could set as a minimum.

To the issue of a definitive standard, the Committee also discussed the need and feasibility of converting the proficiency test now administered to basic course graduates from a diagnostic exam to a pass/fail exam. This approach could lead to a competency cutoff score after the basic training has been completed. Consensus was to recommend:

- o That the Commission announce intention to establish a pass/fail basic course final examination and hold informal hearings to receive input on the proposal.

TEAM BUILDING WORKSHOP PROGRAM

A report was received from staff concerning evaluation of the POST certified Team Building Workshop Program. Focus of the report is on definition of purpose of the program and the appropriate POST role in funding. There was consensus that the report be reviewed for comment by vendors and by a sampling of Chiefs of Police.

There was also consensus that:

1. The Commission authorize the Executive Director to exceed the \$250,000 annual cap on Team Building Workshop expenditures when deemed necessary to accommodate exceptional situations where pressing need exists.
2. That staff, commencing with the 1988/89 Fiscal Year, allocate available Team Building Workshops directly to requesting department heads rather than allocate workshops to the certified presenters.
3. That staff adopt an "open market" approach to certifying vendors of team building in order that all interested and qualified persons have opportunity to compete to provide this service.

PHYSICAL FITNESS PROGRAMS

At the January 1988 meeting, the Commission directed staff to propose for consideration a voluntary program that could be recommended to law enforcement agencies to encourage physical fitness maintenance by inservice officers. The staff report, describing optional approaches was reviewed by the Committee. There was consensus to recommend to the Commission that:

- o Staff conduct a survey of local law enforcement administrators to solicit their views and interest in the optional approaches to a POST developed inservice fitness program.

PUBLIC SAFETY DISPATCHER STANDARDS PROGRAM

The Committee received a briefing from staff regarding recent meeting with the Dispatcher Standards Advisory Committee, and the proposal for public hearing which will be considered by the Commission at the April meeting. Consensus of the Committee was:

- o To recommend that the Commission schedule the public hearing to consider adoption of standards and program requirements as described in the staff report.

Memorandum

POST Commissioners

Date : April 6, 1988

Robert Wasserman
Chairman, Capital Improvements Committee

From : **Commission on Peace Officer Standards and Training**

CAPITAL IMPROVEMENTS COMMITTEE MEETING OF APRIL 4, 1988
BURBANK AIRPORT - 10:00 A.M.

Subject:

Present were Committee members Sherman Block, Leslie Sourisseau and Gale Wilson. Also present were Executive Director Norman Boehm and staff member Doug Thomas.

Review of Progress on Hi-Tech Training Projects

Significant progress has been made by the Commission towards more effective ways of training in the areas of emergency driving, uses of force and critical incidents since fiscal year 1984-85. In intervening years, the Commission has advanced videodisc instruction, interactive shooting judgment simulator, driver training simulator, and the use of computers for strategic planning and incident command training.

The Capital Improvements Committee was formed to assure that the needed facilities and equipment will be provided for law enforcement training. The proposal to place a bond issue on one of the year's statewide ballots was not approved by the Legislature or Governor. This failure was due to a perceived higher bonding priority for jails, streets, and state parks rather than a negative reaction to the proposal. As a result, the momentum must be maintained to provide these necessary and critical facilities and equipment.

Options for Further Development

A greater POTF share of the Penalty Assessment Fund should be sought. Specifically, AB 3246, now in the Legislature, would provide approximately six million dollars additional per year. It was reported that earmarking use of these new funds to meet the critical skill areas of driver training, shooting judgment and critical incident decision-making would enhance chances of passage.

Continual exploring of supplemental funding should be made from private and governmental sources. Working with other agencies to acquire or lease a driving simulator is another possibility. A Joint Powers Authority with local government should be affirmed as another potential option.

A contract for a Law Enforcement Driver Training Simulator System (LEDTSS) Front End Analysis should be awarded to Hughes Aircraft to provide the training objects, design specifications, and acquisition options.

The Committee recommends:

1. Support of AB 3246 and earmarking the funds for use of appropriate technology to provide currently unmet skills training needs.
2. Continue exploring supplemental funding, keeping all options open.
3. Award front end analysis contract for LEDTSS to Hughes Aircraft, which will also provide a list of funding alternatives.

Strategies for Moving Ahead

Expansion of the bond bill to include other public safety agencies is not favored. The field needs to be better educated in what is possible in skill training areas. Exhibits are encouraged for the California Police Chiefs' Association (CPCA), California State Sheriffs' Association (CSSA), and California Peace Officers' Association (CPOA) to help educate and gain the support of these organizations.

The continued development and demonstration of the key components of a skills center are recommended. The development of a Law Enforcement Driver Training Simulator and shooting judgment simulator, for example, would help to educate and demonstrate the need.

Separate meetings should be scheduled with Senator Presley and the Governor's staff to discuss the bond bill (SB 1265), and set the stage for a successful future bond issue.

The Committee recommends:

1. Educate the field better on skill training centers. Provide exhibits at CPCA, CSSA and CPOA.
2. Schedule meetings with Senator Presley (staff to arrange) and the Governor's staff (to be arranged by Sheriff Block) to discuss SB 1265 and 1990.

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Commission on Peace Officer Standards and Training
Legislative Review Committee Meeting
Hyatt Regency Hotel - Sequoia Room
1121 L Street, Sacramento
April 21, 1988 - 9 a.m.

AGENDA

1. Review of Active Legislation

2. New Legislation

- SB 1806 (Doolittle) Allows out-of-state officers to serve as Calif. reserve officers.
- SB 1925 (Montoya) Provides for the establishment of local peace officer training accounts.
- SB 2210 (McCorquodale) Requires DOJ to review training relating to developmentally disabled and mentally ill persons.
- AB 2994 (Tucker) Requires POST to provide AIDS training.
- AB 3246 (Campbell) POST Fund increase.
- AB 3558 (Clute) Requires passage of standardized exam in basic course.

3. Reconsideration of Previously Adopted Position

- AB 1760 (Clute) Dog training study.

4. Open Discussion

5. Adjournment

BILL ANALYSIS

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
P.O. Box 20148
Sacramento, California 95820-0148

TITLE OR SUBJECT Reserve Officers: Out-of-State Peace Officers	AUTHOR Senator Doolittle	BILL NUMBER SB 1806
SPONSORED BY Siskiyou County Sheriff's Department	RELATED BILLS SB 2667	DATE LAST AMENDED 1-25-88

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

General

Senate Bill 1806 would:

1. Allow a proper authority to deputize or appoint peace officers of an adjoining state as a reserve or auxiliary sheriff or city police officer for the purpose of assisting the Sheriff or Police Department with tactical or search and rescue operations.
2. Provide that such appointment shall only be for the duration of a specific assignment.
3. Exempt such appointees from the requirements of Penal Code Section 832.6 (reserve training requirements).

Analysis

The sponsors of this legislation indicate that frequently peace officers from adjoining states, by virtue of investigations and situations that involve two or more states, assist California law enforcement agencies in tactical or search and rescue operations. An example of this cooperative effort relates to illegal drug operations, which many times are national or even international in scope. Under current law there is no provision for these out-of-state peace officers to exercise California peace officer powers, thereby placing themselves and the California peace officers they are assisting in jeopardy. This legislation would allow these out-of-state peace officers, when requested to assist a California law enforcement agency, to be designated as California reserve peace officers by a chief of police or a sheriff, for the duration of a specific assignment. Because of the problems associated with ensuring, in advance, that these out-of-state peace officers meet the California reserve peace officer training requirements, this bill would exempt these designees from those requirements.

While the problem described by the sponsor is appropriate to be addressed by legislation, as there are no other known alternatives to consider, the open-ended nature of the proposal does leave room for potential problems to arise. Questions that immediately come to mind include:

1. Who is the "proper authority" alluded to? Is this the proper authority in California, or the proper authority of the adjoining state?

OFFICIAL POSITION

ANALYSIS BY <i>D. Beam</i>	DATE 2-22-88	REVIEWED BY	DATE
EXECUTIVE DIRECTOR <i>William C. Cochran</i>	DATE 2-22-88	COMMENT	

2. What is "duration of the specific assignment"? Is this one day, one year, or could it be indefinite, depending on the intent of the appointing power?
3. Will the exemption of meeting the training requirements of P.C. 832.6 allow totally untrained out-of-state peace officers to exercise peace officer powers in California, or must these designees still meet the training requirements of P.C. 832?

Comments

Although it is not clear what training, if any, would be required of these out-of-state officers designated as California reserve or auxiliary peace officers, the fact that they would have essentially unlimited California peace officer powers, for as long a time as the appointing power decides, is a cause for concern. The training standards developed by POST for regular and reserve officers are minimum standards, and were established as the minimum training a person should have before exercising peace officer powers in the State. To waive these standards for any purpose does not seem to be in the best interests of the people of the State of California. Based upon this premise, it would seem appropriate for the Commission to oppose such legislation unless amendments are effected that require that out-of-state officers to be designated as California reserve peace officers have at least the equivalent training to that required by statutory law.

Recommendation

"Oppose", unless amended.

Introduced by Senator Doolittle

January 25, 1988

An act to add Section 830.65 to the Penal Code, relating to peace officers.

LEGISLATIVE COUNSEL'S DIGEST

SB 1806, as introduced, Doolittle. Peace officers.

Existing law authorizes the appointment of any qualified person as a reserve or auxiliary sheriff or police officer, but those persons are required to meet training requirements.

This bill would authorize the appointment of a peace officer of an adjoining state as a reserve or auxiliary sheriff or city police officer for assignment in assisting with tactical or search and rescue operations, and the appointee would be a peace officer and would not be required to meet training requirements.

Vote: majority. Appropriation: no. Fiscal committee: no. State-mandated local program: no.

The people of the State of California do enact as follows:

- 1 SECTION 1. Section 830.65 is added to the Penal Code,
- 2 to read:
- 3 830.65. Whenever any person who is a peace officer of
- 4 any state adjoining California is deputized or appointed
- 5 by the proper authority as a reserve or auxiliary sheriff or
- 6 city police officer, and is assigned the function of assisting
- 7 the sheriff or police department with tactical or search
- 8 and rescue operations, the person is a peace officer,
- 9 provided that the authority of that person as a peace
- 10 officer shall extend only for the duration of the specific
- 11 assignment. A person deputized or appointed under this
- 12 section is not required to qualify under Section 832.6.

- 1 For the purposes of this section, tactical operations
- 2 means operations requiring the use of five or more
- 3 persons, including such operations against clandestine
- 4 laboratories and marijuana plantations.

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BILL ANALYSIS

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
P.O. Box 20148
Sacramento, California 95820-0148

FILE OR SUBJECT Funding: Local Training Accounts	AUTHOR Senator Montoya	BILL NUMBER SB 1925
SPONSORED BY Author	RELATED BILLS	DATE LAST AMENDED 2-4-88

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

General

Senate Bill 1925 would:

1. Require any city, county, city and county, or district receiving POST funds to deposit those funds in a local peace officer training fund which must be established.
2. Allow money in the local peace officer training fund to be expended only to pay costs directly related to the training of peace officers.

Analysis

The author is of the opinion that funds received by local jurisdictions from the Peace Officer Training Fund (POTF) as reimbursement for training expenses incurred by their peace officers should be restricted in their use. Under current law, these local governmental bodies receive the reimbursement from the POTF and may expend these monies in any fashion they see fit. There is no requirement that these expenditures be restricted to peace officer training-related costs. Because the money in the POTF is generated by penalty assessments on criminal and traffic fines and is specifically earmarked for peace officer training, the author believes these funds should not be used for any other purpose.

Another reason for the establishment of a dedicated local peace officer training fund would be to provide "up-front" monies to officers about to undergo training. As the Commission on Peace Officer Standards and Training (POST) reimburses local peace officer training expenses from the POTF after the training has been completed, many agencies, particularly the smaller departments, do have a difficult time providing the initial funds required for pre-payment of tuition, travel, per diem, etc.

From the perspective of the city and county management, the creation of a special fund at the local level, which can only be utilized for peace officer training, could further restrict local government in determining their funding priorities. For this reason, it is anticipated the city and county governments will oppose the proposal.

OFFICIAL POSITION

ANALYSIS BY <i>D. Blanchard</i>	DATE 2/24/88	REVIEWED BY	DATE
EXECUTIVE DIRECTOR <i>Thomas C. Barber</i>	DATE 3/1/88	COMMENT	

Comment

Because this legislation addresses a strictly local issue of how the reimbursement monies are to be treated after they are received by POST, it seems appropriate that the Commission refrain from taking a position on the matter.

Recommendation

"Neutral"

Introduced by Senator Montoya

February 4, 1988

An act to add Section 13523.1 to the Penal Code, relating to peace officers.

LEGISLATIVE COUNSEL'S DIGEST

SB 1925, as introduced, Montoya. Peace Officers' Training Fund.

Under existing law, the Commission on Peace Officers' Standards and Training is required to annually allocate and the State Treasury is required to pay from the Peace Officers' Training Fund to each eligible city, county, city and county, and district an amount determined by the commission to reimburse local government for training expenses of certain peace officers.

This bill would require any local entity receiving payment from the Peace Officers' Training Fund to deposit those funds into a local peace officer training fund which the local entity would be required to create, thereby creating a state-mandated local program by increasing the duties imposed upon local government. The funds could only be expended as specified.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement, including the creation of a State Mandates Claims Fund to pay the costs of mandates which do not exceed \$500,000 statewide and other procedures for claims whose statewide costs exceed \$500,000.

This bill would provide that, if the Commission on State Mandates determines that this bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to those statutory procedures and, if the statewide

cost does not exceed \$500,000, shall be made from the State Mandates Claims Fund.

Vote: majority. Appropriation: no. Fiscal committee: yes.
State-mandated local program: yes.

The people of the State of California do enact as follows:

1 SECTION 1. Section 13523.1 is added to the Penal
2 Code, to read:

3 13523.1. Any city, county, city and county, or district
4 receiving payments under this article from the Peace
5 Officers' Training Fund shall deposit those funds in a
6 local peace officer training fund which shall be
7 established by the city, county, city and county, or
8 district. The moneys in that fund shall be expended only
9 to pay necessary costs directly related to the training of
10 peace officers in accordance with this chapter and as
11 prescribed by the Commission on Peace Officer
12 Standards and Training.

13 SEC. 2. Notwithstanding Section 17610 of the
14 Government Code, if the Commission on State Mandates
15 determines that this act contains costs mandated by the
16 state, reimbursement to local agencies and school
17 districts for those costs shall be made pursuant to Part 7
18 (commencing with Section 17500) of Division 4 of Title
19 2 of the Government Code. If the statewide cost of the
20 claim for reimbursement does not exceed five hundred
21 thousand dollars (\$500,000), reimbursement shall be
22 made from the State Mandates Claims Fund.

BILL ANALYSIS

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
P.O. Box 20145
Sacramento, California 95820-0145

FILE OR SUBJECT Training: Developmental Disabilities and Mental Illness	AUTHOR Senator McCorquodale	BILL NUMBER SB 2210
SPONSORED BY Author	RELATED BILLS	DATE LAST AMENDED 2-17-88

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

General

Senate Bill 2210 would:

1. Require the Department of Justice (DOJ) to convene a Task Force to review existing law enforcement training curricula and develop new curricula relating to developmental disabilities and mental illness.
2. Require the Task Force to determine the feasibility of requiring this training for all local law enforcement personnel.
3. Require the Task Force to report the results of their work to the Legislature by January 1, 1991.
4. Allocate \$50,000 from the General Fund to carry out the provisions of this bill.

Analysis

The author indicates that there is a need to review existing law enforcement training relating to the handling of developmentally disabled and mentally ill persons by law enforcement personnel, and to develop more appropriate curricula if necessary. The study would also address the issue of whether or not this training should be mandated for all local law enforcement personnel. The Department of Justice was selected to oversee this effort as the author's staff was unaware that the Commission on Peace Officer Standards and Training (POST) had the responsibility for training peace officers.

At the present time, the POST basic course required of all local police and sheriffs' officers, contains several performance objectives relating specifically to the handling of mentally ill persons. In addition, this course also contains instruction relating to the mentally ill and developmentally disabled under other topical headings, such as Custody Procedures, Police-Community Relations, Agency Referral, etc. This material is considered to be appropriate to ensure that the entry-level peace officer can identify and properly handle persons who are developmentally disabled or mentally ill. There have not been any instances reported to POST that would indicate the current training is inadequate.

OFFICIAL POSITION

ANALYSIS BY <i>D. Beauchamp</i>	DATE 3/10/88	REVIEWED BY	DATE
EXECUTIVE DIRECTOR <i>Norman C. Becker</i>	DATE 4/5/88	COMMENT	

Comment

Because there is no evidence to indicate that the present training relating to the handling of developmentally disabled or mentally ill persons by local peace officers is deficient, there does not appear to be good cause to expend state funds to study the issue. Further, if the issue is to be studied, it would seem appropriate that the Commission be assigned to conduct the study. For these reasons it is recommended the Commission neither support or oppose this legislation.

Recommendation

"Neutral"

Introduced by Senator McCorquodale

February 17, 1988

An act to add Section 15007 to the Government Code, relating to the Department of Justice, and making an appropriation therefor.

LEGISLATIVE COUNSEL'S DIGEST

SB 2210, as introduced, McCorquodale. Department of Justice: task force.

Under existing law, there is in state government a Department of Justice, under the direction and control of the Attorney General.

This bill would require the department to convene a task force, composed of unspecified representatives and appointed by an unspecified appointing authority, to survey existing law enforcement training curricula, materials, and dissemination efforts and develop training curriculum and materials, pertaining to developmental disability or mental illness. It would also require the task force to determine the feasibility of requiring this training for all local law enforcement personnel and to make a report to the Legislature.

This bill would appropriate \$50,000 from the General Fund to the department for the work of the task force.

Vote: $\frac{2}{3}$. Appropriation: yes. Fiscal committee: yes. State-mandated local program: no.

The people of the State of California do enact as follows:

1 SECTION 1. Section 15007 is added to the
2 Government Code, to read:

3 15007. (a) It is the intent of the Legislature that law
4 enforcement personnel receive training on all of the
5 following:

6 (1) The cause and nature of developmental disabilities
7 and mental illness.

8 (2) Community resources available to serve persons
9 with developmental disabilities and mental illness.

10 (3) Handling situations involving persons with a
11 developmental disability or mental illness.

12 (b) The Department of Justice shall convene a task
13 force composed of representatives as follows:

14 _____ The task force members shall be
15 appointed by _____.

16 The task force shall, on or before July 1, 1990, survey
17 existing law enforcement training curricula, materials,
18 and dissemination efforts, develop a training curriculum
19 and materials to meet the intent of subdivision (a) and
20 determine the feasibility of requiring this training for all
21 local law enforcement personnel.

22 (c) The Department of Justice may contract with an
23 independent consultant to coordinate the efforts of this
24 task force and shall provide secretarial support.

25 (d) The task force shall report the results of their work
26 to the Legislature by January 1, 1991.

27 SEC. 2. The sum of fifty thousand dollars (\$50,000) is
28 hereby appropriated from the General Fund to the
29 Department of Justice for the purposes of Section 15007
30 of the Government Code.

BILL ANALYSIS

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
P.O. Box 20145
Sacramento, California 95820-0145

FILE OR SUBJECT Training: AIDS-Related Information	AUTHOR Assemblyman Tucker	BILL NUMBER AB 2994
SPONSORED BY California Organization of Police and Sheriffs (COPS)	RELATED BILLS SB 2671	DATE LAST AMENDED 3-9-88
BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)		

Note: The comments in this analysis are limited to those parts of the legislation that relate to the Commission on Peace Officer Standards and Training (POST).

General

Assembly Bill 2994 would:

1. Require the Commission by 1-1-1990 to include certain instructional material related to AIDS in the basic training course and other courses POST determines appropriate.

Analysis

The sponsors of this legislation indicate that there is a need to ensure that peace officers are aware of the health hazards associated with AIDS. To bring this about, this bill would require this information to be presented in the POST basic course and other appropriate courses. Currently, these courses do not provide specific instruction on this hazard.

Because this new material can be covered in the existing courses without the need for major restructuring, the cost for implementing the provisions of this bill would not be significant.

Comment

As instruction on the health hazards related to AIDS is of paramount importance to peace officers who might come in contact with this disease, it seems appropriate that this information be included in selected POST courses.

Recommendation

"Support"

OFFICIAL POSITION

ANALYSIS BY <i>Don Beauchamp</i>	DATE 2-22-88	REVIEWED BY	DATE
EXECUTIVE DIRECTOR <i>Norman C. Becker</i>	DATE 2-22-88	COMMENT	

AMENDED IN ASSEMBLY MARCH 9, 1988

CALIFORNIA LEGISLATURE--1987-88 REGULAR SESSION

ASSEMBLY BILL

No. 2994

Introduced by Assembly Member Tucker

February 3, 1988

An act to add Section 1797.184 to the Health and Safety Code, and to add Section 13518.2 to the Penal Code, relating to peace officers.

LEGISLATIVE COUNSEL'S DIGEST

AB 2994, as amended, Tucker. AIDS: peace officers.

Existing law contains provisions relating to methods of preventing exposure of communicable diseases by peace officers.

This bill would entitle a peace officer, as defined, while in the service of his or her employing state or local agency, to receive an immediate physical examination, and quarterly tests thereafter for the next 12 months, to detect exposure to the probable causative agent of acquired immune deficiency syndrome (AIDS) whenever the officer can demonstrate that he or she sustained an injury requiring medical treatment which was inflicted during an incident involving a suspected carrier of AIDS, as defined.

Under existing law, the Commission on Peace Officers Standards and Training establishes standards for the training of peace officers and implements peace officer training programs.

This bill would require the basic training ~~course~~ *courses*, and any other course, as appropriate, established by the commission to include, on or before January 1, 1990, ~~instruction for local peace officers and those employed by the Department of Justice~~ in identification of health hazards

associated with AIDS, available periodic educational materials on AIDS, protective equipment and clothing available to minimize exposure to AIDS, and suggested procedures to protect officers from contracting the AIDS virus. Since the bill would require local agencies to incur cost of physical examinations, it would constitute a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement, including the creation of a State Mandates Claims Fund to pay the costs of mandates which do not exceed \$500,000 statewide and other procedures for claims whose statewide costs exceed \$500,000.

This bill would provide that, if the Commission on State Mandates determines that this bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to those statutory procedures and, if the statewide cost does not exceed \$500,000, shall be made from the State Mandates Claims Fund.

Vote: majority. Appropriation: no. Fiscal committee: yes. State-mandated local program: yes.

The people of the State of California do enact as follows:

- 1 **SECTION 1.** ~~Section 13518.2 is added to the Penal~~
- 2 ~~Code, to read:~~
- 3 ~~13518.2. (a) Peace officer~~
- 4 **SECTION 1.** *Section 1797.184 is added to the Health*
- 5 *and Safety Code, to read:*
- 6 *1797.184. (a) A peace officer, as defined in Section*
- 7 *830.1 of the Penal Code, while in the service of the state*
- 8 *or local agency with which he or she is employed, who*
- 9 *can demonstrate that he or she sustained an injury*
- 10 *requiring medical treatment which was inflicted during*
- 11 *an incident involving a suspected carrier of acquired*
- 12 *immune deficiency syndrome (AIDS), as defined by*
- 13 *subdivision (b), shall be entitled to an immediate*
- 14 *physical examination to detect the probable causative*
- 15 *agent of AIDS and to establish a medical history of the*

1 peace officer. Thereafter, for the following 12 months,
2 the peace officer may be tested for exposure to the
3 probable causative agent of AIDS on a quarterly basis.

4 Costs incurred under this subdivision shall be paid by
5 the peace officer's employing agency.

6 (b) As used in this section, "suspected carrier of AIDS"
7 is a person suspected of having AIDS or AIDS-related
8 conditions, or a person suspected of being infected with
9 the AIDS virus.

10 (c) *Medical treatment provided to a peace officer*
11 *pursuant to subdivision (a) shall not affect the provisions*
12 *of Division 4 (commencing with Section 3200) or*
13 *Division 5 (commencing with Section 6300) of the Labor*
14 *Code or his or her right to make a claim for work-related*
15 *injuries, at the time the AIDS virus manifests itself.*

16 SEC. 2. Section 13518.2 is added to the Penal Code, to
17 read:

18 13518.2. The Commission on Peace Officers
19 Standards and Training basic training ~~course~~ courses, and
20 other training courses as the commission determines
21 appropriate, shall, on or before January 1, 1990, include
22 instruction ~~for local peace officers and peace officers~~
23 ~~employed by the Department of Justice, including, but~~
24 ~~not limited to,~~ on the identification of health hazards
25 associated with AIDS, available periodic educational
26 materials on AIDS, protective equipment and clothing
27 available to minimize exposure to AIDS, and suggested
28 procedures to protect officers from contracting the AIDS
29 virus.

30 ~~(d) Medical treatment provided to a peace officer~~
31 ~~pursuant to subdivision (a) shall not affect the provisions~~
32 ~~of Division 4 (commencing with Section 3200) or~~
33 ~~Division 5 (commencing with Section 6300) of the Labor~~
34 ~~Code or his or her right to make a claim for work-related~~
35 ~~injuries, at the time the AIDS virus manifests itself.~~

36 SEC. 2.

37 SEC. 3. Notwithstanding Section 17610 of the
38 Government Code, if the Commission on State Mandates
39 determines that this act contains costs mandated by the
40 state, reimbursement to local agencies and school

1 districts for those costs shall be made pursuant to Part 7
2 (commencing with Section 17500) of Division 4 of Title
3 2 of the Government Code. If the statewide cost of the
4 claim for reimbursement does not exceed five hundred
5 thousand dollars (\$500,000), reimbursement shall be
6 made from the State Mandates Claims Fund.

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BILL ANALYSIS

State of California
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
P.O. Box 20145
Sacramento, California 95820-0145

Department of Justice

TITLE OR SUBJECT

POST: Funding Increase

AUTHOR

Assemblyman Campbell

BILL NUMBER

AB 3246

SPONSORED BY

Peace Officers' Research
Association of California

RELATED BILLS

SB 1739 + ~~AB 2918~~

DATE LAST AMENDED

2-11-88

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

General

Assembly Bill 3246 would:

1. Reduce the percentage of funds transferred into the Driver Training Penalty Assessment Fund from the Assessment Fund from 29.73% to 21.54%.
2. Increase the percentage of funds transferred into the Peace Officer Training Fund from the Assessment Fund from 27.75% to 32.49%.
3. Increase the percentage of funds transferred into the Corrections Training Fund from the Assessment Fund from 9.12% to 10.69%.
4. Increase the percentage of funds transferred into the Local Public Prosecutors and Public Defenders Training Fund from the Assessment Fund from .90% to 1.06% and eliminate the \$850,000 per year limit.
5. Increase the percentage of funds transferred into the Victim-Witness Assistance Fund from the Assessment Fund from 10% to 11.72%.
6. Make the above changes effective July 1, 1989 to ensure the adjustments can be accommodated within the normal budget cycle.

Analysis

During the 1986/87 F.Y., the Driver Training Penalty Assessment Fund received approximately \$39.5 million from the Assessment Fund generated by penalty assessments on criminal and traffic fines. Of this amount, approximately \$19.5 million was budgeted to support the high school driver training program. The remaining approximately \$20 million reverted to the State General Fund.

For a number of years, the high school driver training program has not been budgeted to expend all of the funds generated for the Driver Training Penalty Assessment Fund. One of the reasons is that the per-student allocation has not been increased to any degree and therefore the local school districts, rather than the Driver Training Penalty Assessment Fund, have absorbed the increased costs for the program. Another reason is that the current percentage of the Assessment Fund allocated to the Driver Training Penalty Assessment Fund, even with an increase in the per student allocation, generates more money

OFFICIAL POSITION

ANALYSIS BY

D. Beauchamp

DATE

2/22/88

REVIEWED BY

DATE

EXECUTIVE DIRECTOR

William C. Boehm

DATE

3/8/88

COMMENT

than is needed to adequately sustain the program.

The Peace Officer Training Fund, the Corrections Training Fund, and the Victim-Witness Assistance Fund, on the other hand, have traditionally been underfunded to carry out their assigned duties and therefore expend all of the currently assigned revenues generated by the Assessment Fund. The Local Public Prosecutors and Public Defenders Training Fund, because of a statutory limit, has never been allowed to spend their entire allocation. In the case of the Peace Officer Training Fund, this lack of resources has reduced the reimbursement to local cities and counties for the salary costs of peace officers attending training to an average of 35% of cost, down from 100% in years past. This is becoming an increased burden to local government, particularly when they have no alternative but to pay the increased costs.

In addition to assisting the Commission in maintaining an adequate reimbursement level for training expenditures, revenues realized from the reallocations provided for in this proposal could also be used to develop critically needed improvements in the current law enforcement training program. This would include, but not be limited to, high tech programs such as driver training simulation, shooting simulators, critical incident response training, etc.

This proposal would retain sufficient funds in the Driver Training Penalty Assessment Fund to underwrite the increased cost of that program if Senate Bill 1739, a measure to increase the per-student allocation, is passed into law. After these increased costs have been addressed, the remaining funds currently allocated to the Driver Training Penalty Assessment Fund would be reallocated to the Peace Officer Training Fund, the Corrections Training Fund, the Victim-Witness Assistance Fund, and the Local Public Prosecutors and Public Defenders Training Fund, all current participants in the Assessment Fund. In terms of actual dollars, the new percentage would generate an additional approximately \$6.4 million for the Peace Officer Training Fund.

Comments

There is no provision for "new money" in this proposal. It is entirely a reallocation of existing revenues from a special fund to existing programs in the fund that have previously been approved by the Legislature. It seems appropriate that funding inequities of the participating programs be addressed in this manner before new funding sources are sought.

Recommendation

The Commission support the reallocation of funds as described in this analysis.

ASSEMBLY BILL

No. 3246

Introduced by Assembly Member Campbell

February 11, 1988

An act to amend Section 1464 of the Penal Code, relating to penalty assessments, and making an appropriation therefor.

LEGISLATIVE COUNSEL'S DIGEST

AB 3246, as introduced, Campbell. Penalty assessments.

Under existing law, a penalty assessment of \$7 for every \$10 or fraction thereof is imposed on fines and forfeitures imposed and collected by the courts for criminal offenses, and a specified portion thereof is transmitted to the State Treasury to be deposited into the Assessment Fund. Two dollars of the \$7 is deposited directly in the Restitution Fund, which is continuously appropriated. The moneys deposited in the Assessment Fund are redistributed to various funds including the Restitution Fund.

This bill would revise the redistribution of moneys deposited in the Assessment Fund by increasing the percentages allotted to the Peace Officers' Training Fund, the Corrections Training Fund, the Victim-Witness Assistance Fund, and the Local Public Prosecutors and Public Defenders Training Fund, as well as removing the \$850,000 ceiling on transfers to the latter fund the excess of which would otherwise go to the Restitution Fund, and by decreasing the percentage allotted to the Driver Training Penalty Assessment Fund, as specified.

Vote: majority. Appropriation: no. Fiscal committee: yes. State-mandated local program: no.

The people of the State of California do enact as follows:

1 SECTION 1. Section 1464 of the Penal Code is
2 amended to read:

3 1464. (a) Subject to the provisions of Section 76000 of
4 the Government Code, there shall be levied an
5 assessment in an amount equal to seven dollars (\$7) for
6 every ten dollars (\$10) or fraction thereof, upon every
7 fine, penalty, or forfeiture imposed and collected by the
8 courts for criminal offenses, including all offenses
9 involving a violation of a section of the Vehicle Code or
10 any local ordinance adopted pursuant to the Vehicle
11 Code, except offenses relating to parking or registration
12 or offenses by pedestrians or bicyclists, or where an order
13 is made to pay a sum to the general fund of the county
14 pursuant to subparagraph (iii) of paragraph (3) of
15 subdivision (a) of Section 258 of the Welfare and
16 Institutions Code. Any bail schedule adopted pursuant to
17 Section 1269b may include the necessary amount to pay
18 the assessments established by this section and Section
19 76000 of the Government Code for all matters where a
20 personal appearance is not mandatory and the bail is
21 posted primarily to guarantee payment of the fine.

22 (b) Where multiple offenses are involved, the
23 assessment shall be based upon the total fine or bail for
24 each case. When a fine is suspended, in whole or in part,
25 the assessment shall be reduced in proportion to the
26 suspension.

27 (c) When any deposited bail is made for an offense to
28 which this section applies, and for which a court
29 appearance is not mandatory, the person making the
30 deposit shall also deposit a sufficient amount to include
31 the assessment prescribed by this section for forfeited
32 bail. If bail is returned, the assessment made thereon
33 pursuant to this section shall also be returned.

34 (d) In any case where a person convicted of any
35 offense, to which this section applies, is in prison until the
36 fine is satisfied, the judge may waive all or any part of the
37 assessment, the payment of which would work a hardship
38 on the person convicted or his or her immediate family.

1 (e) After a determination by the court of the amount
2 due, the clerk of the court shall collect the same and
3 transmit it to the county treasury. The portion thereof
4 attributable to Section 76000 of the Government Code
5 shall be deposited in the appropriate county fund and the
6 balance shall then be transmitted to the State Treasury to
7 be deposited in the Assessment Fund, which is hereby
8 created. The transmission to the State Treasury shall be
9 carried out in the same manner as fines collected for the
10 state by a county.

11 (f) Of moneys so deposited, the revenues attributable
12 to the increase in the assessment from five dollars (\$5) to
13 seven dollars (\$7), as determined by the Department of
14 Finance, shall be transmitted to the State Treasury to be
15 deposited directly into the Restitution Fund. The
16 remainder shall be distributed as follows:

17 (1) Once a month there shall be transferred into the
18 Fish and Game Preservation Fund an amount equal to
19 0.38 percent of the funds deposited in the Assessment
20 Fund during the preceding month, but in no event shall
21 the amount be less than the assessment levied on fines or
22 forfeitures for violation of state laws relating to the
23 protection or propagation of fish and game. These
24 moneys are to be used for the education or training of
25 department employees which fulfills a need consistent
26 with the objectives of the Department of Fish and Game.

27 (2) Once a month there shall be transferred into the
28 Restitution Fund an amount equal to 22.12 percent of the
29 funds deposited in the Assessment Fund during the
30 preceding month. Those funds shall be made available in
31 accordance with subdivision (b) of Section 13967 of the
32 Government Code.

33 (3) Once a month there shall be transferred into the
34 Peace Officers' Training Fund an amount equal to ~~27.75~~
35 ~~32.49~~ percent of the funds deposited in the Assessment
36 Fund during the preceding month.

37 (4) Once a month there shall be transferred into the
38 Driver Training Penalty Assessment Fund an amount
39 equal to ~~29.73~~ 21.54 percent of the funds deposited in the
40 Assessment Fund during the preceding month.

1 (5) Once a month there shall be transferred into the
2 Corrections Training Fund an amount equal to ~~9.12~~ 10.69
3 percent of the funds deposited in the Assessment Fund
4 during the preceding month. Money in the Corrections
5 Training Fund is not continuously appropriated and shall
6 be appropriated in the Budget Act.

7 (6) Once a month there shall be transferred into the
8 Local Public Prosecutors and Public Defenders Training
9 Fund established pursuant to Section 11503 an amount
10 equal to ~~0.90~~ 1.06 percent of the funds deposited in the
11 Assessment Fund during the preceding month. The
12 amount so transferred shall not exceed the sum of eight
13 hundred fifty thousand dollars (~~\$850,000~~) in any fiscal
14 year. The remainder in excess of eight hundred fifty
15 thousand dollars (~~\$850,000~~) shall be transferred to the
16 Restitution Fund.

17 (7) Once a month there shall be transferred into the
18 Victim-Witness Assistance Fund an amount equal to ~~10.00~~
19 11.72 percent of the funds deposited in the Assessment
20 Fund during the preceding month.

21 SEC. 2. Section 1 of this act shall become operative on
22 July 1, 1989, in order to allow for appropriate budget
23 considerations relating to the affected programs.

BILL ANALYSIS

State of California
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
P.O. Box 20145
Sacramento, California 95820-0145

Department of Justice

TITLE OR SUBJECT Testing: Basic Law Enforcement Training Course	AUTHOR Assemblyman Clute	BILL NUMBER AB 3558
SPONSORED BY Peace Officers' Research Association of California	RELATED BILLS	DATE LAST AMENDED 2-17-88

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

General

Assembly Bill 3558 would:

1. Delete the requirement that the Commission on Peace Officer Standards and Training (POST) basic course proficiency test be used only for comparison purposes between basic courses and for development of a data base for subsequent training programs.
2. Require that after 7-1-89, satisfactory completion of the POST basic course required for peace officers enumerated in Penal Code Section 832.3 is to be demonstrated by passage of the standardized examination.

Analysis

The proponents of this legislation are of the opinion that all persons attending the basic course required for certain local peace officers should be required to pass a standardized examination developed by the Commission on Peace Officer Standards and Training (POST). Currently, all examinations determining satisfactory completion of the course are developed and administered by each of the individual training presenters. The statutorily required standardized exam developed by POST and administered by the presenter can only be used for comparison purposes and to develop a data base for other training programs. The proponents contend that the present system does not provide for a uniform standard to ensure that students completing the basic course have, in fact, satisfied the minimum training requirements necessary to perform as a peace officer.

Under the current system, testing takes the form of both written and hands-on demonstrations of knowledge and skills at various points throughout the course. It is not required that this testing be standardized, although all presenters must ensure that students meet the performance objectives required by POST. By law, the POST proficiency test administered by the presenter can not be used to disqualify a student. It is to be used only to compare courses and for data gathering purposes. The results of the proficiency test are considered a diagnostic tool and are used by POST to identify courses in need of improvement.

OFFICIAL POSITION

ANALYSIS BY <i>Don Blanchard</i>	DATE 3/29/88	REVIEWED BY	DATE
EXECUTIVE DIRECTOR <i>Monroe C. Boehm</i>	DATE 4/5/88	COMMENT	

The proposed legislation is a follow-up to a POST study that was mandated by the Legislature. In the study, POST was required to determine if there was a correlation between the POST basic course proficiency test scores and later performance as a peace officer. The results of this study indicate that such a correlation does exist, although it is recommended that a longer, more reliable test be utilized for making decisions in individual competency. The study concludes that the current POST proficiency test measures only part of an officer's total performance, and therefore its use should continue to be limited to comparison between course presentations. If this legislation is successful, it is anticipated that a new and more comprehensive test would need to be developed. The initial cost to develop such a comprehensive exam to test all facets of the POST basic course is estimated to be \$71,700, with \$74,700 required on an annual basis to maintain currency and develop additional versions to ensure continued security. Currently, the Commission is expending approximately \$70,000 per year to administrate the Proficiency Test.

Comments

It is not clear what purpose would be served if this proposal became law. Although there is merit in requiring all graduates of the POST basic course to pass the same standardized test, is the current system of allowing each presenter to administer their unique tests throughout the course, a flawed system that allows unqualified persons to exercise peace officer powers? There is no conclusive data available that would indicate that this is a significant problem.

Because arguments can be made for, or against, the use of a standardized test for the POST basic course, it seems appropriate that the Commission maintain a neutral position on the proposed legislation.

Recommendation

"Neutral"

ASSEMBLY BILL

No. 3558

Introduced by Assembly Member Clute

February 17, 1988

An act to amend Section 832.3 of the Penal Code, relating to peace officers.

LEGISLATIVE COUNSEL'S DIGEST

AB 3558, as introduced, Clute. Peace officers: training.

Existing law requires the Commission on Peace Officer Standards and Training to develop a standardized training course for certain peace officers. Under existing law, the successful completion of the course is required. Existing law provides that, in conjunction with that training course, the commission shall develop a proficiency testing program, including a standardized examination, which, among other things, enables certain specified objectives to be achieved. Existing law also provides that the completion of the standardized examination shall not be a condition of successful completion of the training course. Existing law further authorizes community colleges to give preference in enrollment to employed law enforcement trainees.

This bill would delete the requirement that the standardized examination be developed to enable the achievement of certain specified objectives. This bill would delete the provision providing that the completion of the standardized examination shall not be a condition of successful completion of the training course, and, instead the bill would, on or after July 1, 1989, require the passage of the standardized examination as a condition to satisfactory completion of the training requirement. The bill would also delete the provision authorizing the granting of preference in enrollment in community colleges to employed law

enforcement trainees. The bill would make certain technical changes.

Vote: majority. Appropriation: no. Fiscal committee: no.
State-mandated local program: no.

The people of the State of California do enact as follows:

1 SECTION 1. Section 832.3 of the Penal Code is
2 amended to read:

3 832.3. (a) Except as provided in subdivision (b), any
4 sheriff, undersheriff, or deputy sheriff of a county, any
5 police officer of a city, and any police officer of a district
6 authorized by statute to maintain a police department,
7 who is first employed after January 1, 1975, shall
8 successfully complete a course of training prescribed by
9 the Commission on Peace Officer Standards and Training
10 before exercising the powers of a peace officer, except
11 while participating as a trainee in a supervised field
12 training program approved by the Commission on Peace
13 Officer Standards and Training. The training course for
14 an undersheriff and deputy sheriff of a county and a
15 police officer of a city shall be the same.

16 (b) For the purpose of standardizing the training
17 required in subdivision (a), the commission shall develop
18 a training proficiency testing program, including a
19 standardized examination which enables (1)
20 comparisons between presenters of such training and (2)
21 development of a data base for subsequent training
22 programs. Presenters approved by the commission to
23 provide the training required in subdivision (a) shall
24 administer the standardized examination to all graduates.
25 Nothing in this subdivision shall make the completion of
26 such examination a condition of successful completion of
27 the training required in subdivision (a).

28 (c) Notwithstanding subdivision (c) of Section 84500
29 of the Education Code and any regulations adopted
30 pursuant thereto, community colleges may give
31 preference in enrollment to employed law enforcement
32 trainees who shall complete training as prescribed by this
33 section. At least 15 percent of each presentation shall

1 consist of nonlaw enforcement trainees if they are
2 available. Preference should only be given when the
3 trainee could not complete the course within the time
4 required by statute; and only when no other training
5 program is reasonably available. Average daily
6 attendance for such courses shall be reported for state
7 aid.

8 (d) Prior to July 1, 1987, the commission shall make a
9 report to the Legislature on academy proficiency testing
10 scores. This report shall include an evaluation of the
11 correlation between academy proficiency test scores and
12 performance as a peace officer.

13 On and after July 1, 1989, satisfactory completion of the
14 training required in subdivision (a) shall include passage
15 of the standardized examination.

1 consist of nonlaw enforcement trainees if they are
2 available. Preference should only be given when the
3 trainee could not complete the course within the time
4 required by statute, and only when no other training
5 program is reasonably available. Average daily
6 attendance for such courses shall be reported for state
7 aid.

8 (d) Prior to July 1, 1987, the commission shall make a
9 report to the Legislature on academy proficiency testing
10 scores. This report shall include an evaluation of the
11 correlation between academy proficiency test scores and
12 performance as a peace officer.

13 On and after July 1, 1989, satisfactory completion of the
14 training required in subdivision (a) shall include passage
15 of the standardized examination.

Comments

Although the author and various law enforcement dog handlers perceive that there is a need to consider the establishment of minimum training standards for dogs and dog handlers utilized by law enforcement agencies, this topic has not been identified by the administrators of the various law enforcement agencies utilizing dogs as an area in need of additional standards or training.

In 1985, POST published a document titled "Law Enforcement Service Dog Programs" to provide guidelines to agencies considering the establishment of a dog program. The Commission currently has three certified dog handler training courses, two in Southern California and one in Northern California. These three courses appear to be meeting the training need, as all officers requesting this training have been accommodated. POST has not been contacted by any law enforcement administrator about unmet dog handler training needs.

In summary, no information has been brought to the attention of POST that would indicate problems exist relating to the use of dogs by law enforcement agencies. While every program can be improved, the evidence does not support the need for legislative action relating to the law enforcement dog program. For this reason it seems appropriate that the Commission take no position on Assembly Bill 1760.

POST estimates that approximately \$75,000 is needed to carry out the provisions of this bill.

Recommendation

The Commission adopt a "Neutral" position on AB 1760.

AMENDED IN SENATE MARCH 17, 1988
AMENDED IN SENATE MARCH 2, 1988
AMENDED IN ASSEMBLY JANUARY 28, 1988
AMENDED IN ASSEMBLY JANUARY 15, 1988

CALIFORNIA LEGISLATURE—1987-88 REGULAR SESSION

ASSEMBLY BILL

No. 1760

Introduced by Assembly Member Clute

March 5, 1987

An act to add and repeal Section 13515 of the Penal Code, relating to peace officer training, *and making an appropriation therefor.*

LEGISLATIVE COUNSEL'S DIGEST

AB 1760, as amended, Clute. Peace officer training.

Existing law requires the Commission on Peace Officer Standards and Training to approve standards for the recruitment and training of peace officers, as specified.

This bill would require the commission to conduct a study on the basic standards for training of police dogs and of officers assigned to their use, and to report to the Legislature no later than December 31, 1989. These provisions would be repealed on January 1, 1991.

This bill would ~~provide that its provisions shall only become operative if the Legislature appropriates funds to the commission in the 1988/89 Budget Act appropriate \$75,000 from the Peace Officers' Training Fund to the commission for purposes of undertaking the study.~~

Vote: ~~majority~~ $\frac{2}{3}$. Appropriation: ~~no~~ yes. Fiscal committee: yes. State-mandated local program: no.

The people of the State of California do enact as follows:

1 SECTION 1. Section 13515 is added to the Penal
2 Code, to read:

3 13515. (a) The commission shall conduct a study on
4 the basic standards for the training of police dogs and of
5 officers assigned to their use.

6 (b) The study shall include, but not be limited to, the
7 following matters:

8 (1) The adequacy of current police dog-handler
9 training.

10 (2) Whether dogs or the officer-dog team should be
11 certified and by whom.

12 (3) Whether a basic long-term dog training course for
13 use prior to the existing course should be developed and
14 implemented.

15 (4) Whether certification should be denied to police
16 dogs and dog handlers who do not meet standards.

17 (5) Whether all police dog-handler teams should be
18 certified, and the associated costs.

19 (6) Whether court proceedings in which dogs are
20 involved would be more efficient if the dog-handlers
21 were certified.

22 (7) What percentage of dog-handler teams in law
23 enforcement have completed training by a course
24 certified by the commission.

25 (c) The commission shall prepare a report of the
26 results of its study, and shall furnish the Legislature with
27 the report no later than December 31, 1989.

28 (d) This section shall remain in effect only until
29 January 1, 1991, and as of that date is repealed, unless a
30 later enacted statute, which is enacted before January 1,
31 1991, deletes or extends that date.

32 ~~SEC. 2. Section 1 of this act, adding Section 13515 to~~
33 ~~the Penal Code, shall only become operative if the~~
34 ~~Legislature appropriates funds to the Commission on~~
35 ~~Peace Officer Standards and Training in the 1988/89~~
36 ~~Budget Act for purposes of undertaking the study set~~
37 ~~forth in Section 13515.~~

38 SEC. 2. The sum of seventy-five thousand dollars

1 *(\$75,000) is hereby appropriated from the Peace Officers'*
2 *Training Fund in the State Treasury to the Commission*
3 *on Peace Officer Standards and Training for purposes of*
4 *undertaking the study set forth in Section 13515 of the*
5 *Penal Code.*

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Commission on Peace Officer Standards and Training
Advisory Committee Meeting
Hyatt Regency Hotel - Tahoe Room
1121 L Street, Sacramento
April 20, 1988 - 10 a.m.

AGENDA

Call to Order and Roll Call	Chair
Approval of Minutes of Previous Meeting	Chair
Announcements	Chair
Executive Director's Remarks	Staff
Recruitment Project Report	Staff
Substance Abuse Manual Report	Staff
Non-Uniformed Orientation/Clerical Training Program	Member
Demonstration of P.C. 832 Interactive Videodisc Program	Staff
Advisory Liaison Committee Reports	Commissioners
Member Reports	Members
Open Discussion	Members
Adjournment	Chair

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

POST ADVISORY COMMITTEE MEETING
Radisson Hotel
San Diego, California
January 20, 1988

MINUTESCALL TO ORDER

The meeting was called to order at 10 a.m. by Chairperson Carolyn Owens.

ROLL CALL OF ADVISORY COMMITTEE MEMBERS

Roll was called.

Present were: Don Brown, Calif. Organization of Police and Sheriffs
John Clements, California Highway Patrol
Donald Forkus, Calif. Peace Officers' Assoc.
Barbara Gardner, Women Peace Officers' Assoc. of California
Derald Hunt, Calif. Assoc. of Administration of Justice Educators
Ronald Lowenberg, Calif. Police Chiefs' Assoc.
Carolyn Owens, Public Representative
Michael Sadleir, Calif. Specialized Law Enforcement
William Shinn, Peace Officers' Research Assoc. of California
J. Winston Silva, Community Colleges
Gary Wiley, Calif. Assoc. of Police Training Officers

Absent were: Cois Byrd, Calif. State Sheriffs' Assoc.
Joe McKeown, Calif. Academy Directors' Assoc.

Commission Advisory Liaison Committee Members present:

Commissioner Carm Grande

POST Staff present:

Norman Boehm, Executive Director
Glen Fine, Deputy Executive Director
John Berner, Bureau Chief, Standards and Evaluation
Hal Snow, Bureau Chief, Training Program Services
Imogene Kauffman, Executive Secretary

APPROVAL OF MINUTES

MOTION - Hunt, second - Lowenberg, carried unanimously to approve the minutes of the November 4, 1987 Advisory Committee meeting in Concord.

ELECTION OF OFFICERS

MOTION - Brown, second - Wiley, carried unanimously that William Shinn be elected Chairman of the Advisory Committee for 1988.

MOTION - Brown, second - Sadleir, carried unanimously that Gary Wiley be elected Vice-Chairman of the Advisory Committee for 1988.

Chairman Shinn was handed the gavel.

EXECUTIVE DIRECTOR'S REMARKS

The Executive Director congratulated Carolyn Owens on an outstanding and productive year while serving as Chairperson of the Advisory Committee. The newly elected officers were also congratulated. Norm expressed staff's appreciation of working with the Advisory Committee and for their input in fulfilling the POST mission to constantly advance standards and training in law enforcement, and POST's goals to:

- Provide the appropriate necessary financial resources;
- Constantly update and improve selection standards in support of law enforcement in the area of selection and recruitment;
- Improve training constantly, finding better ways to advance the system;
- To run as administratively smooth and simplified operation as possible.

The January 21, 1988 Commission Meeting Agenda was reviewed followed by questions and responses.

PC 832 INTERACTIVE VIDEODISC PROGRAM REPORT

Hal Snow reported that in 1985 the Commission directed staff to explore the possibility of using new technology to present the training course mandated by PC 832. A contract was let with Comsell, Inc. which called for the contractor to develop a computer/video interactive program on four disc sides.

As a pilot experiment in law enforcement training, the Introduction to Law Enforcement course must be evaluated in learner and classroom situations. For proper evaluation a considerable number of trainees would have to take the interactive training course. This will require several months' time, and the evaluation will probably not be available until midyear 1988.

Project work is largely completed. The vendor has done more than is required by the contract. A more detailed course content has been developed that has resulted in a comprehensive student workbook for each module and much more extensive video production.

RECRUITMENT PROJECT REPORT

John Berner reported that the two activities scheduled to occur at the last Advisory Committee meeting November 4, 1987 had been completed:

- a recruitment needs survey of approximately half the agencies in the POST program, and
- a one-day seminar on local agencies' needs and practices.

Highlights of the survey showed:

- Of the 80% response rate, 75% are experiencing recruitment difficulties.
- Attracting qualified applicants in general was problematic.
- Contributing to recruitment difficulties were competition and lack of qualified applicants.

Most frequently used recruitment techniques were newspaper ads, referrals from officers; direct mailings; pamphlets; recruitment of non-affiliated cadets; job fairs; out-of-area recruitment; Explorer Scout Programs; regional recruitment; and speaking to Jr. High/High School students.

The majority of agencies agreed that the following would enhance recruitment:

- Development of professional quality media spots, scripts, etc.;
- Assistance in defining and locating target groups;
- POST certification of reading/writing test scores (applicants would be tested only once);
- Courses on recruitment techniques;
- Published guidelines on recruitment;
- Regionalized reading/writing testing.

The one-day seminar on local agencies' recruitment needs and practices was held January 6, 1988. The topics receiving the greatest attention were:

- Basic learning skills deficiencies among prospective officers;
- Need to better understand what works in attracting people to a law enforcement career; and
- Need to train recruiters in recruitment strategies/methods.

Between now and the next Advisory Committee meeting, staff will attempt to do two things:

1. Survey current basic academy recruits to get general demographic information and find out what attracts recruits to the profession, i.e., what is appealing and how did he/she find out about the profession.
2. Consider how POST can help bring skill levels up. Find out as much as possible about programs that are geared to remedial training.

PRIVATE SECURITY REPORT

Bill Shinn reported that the Ad Hoc Committee on Private Security, made up of Commissioners and a sub committee of Advisory Committee members, met on January 7, 1988, in Ontario. Chief Gary Kern of the Department of Consumer Affairs, whose bureau has the statutory responsibility for the establishment of selection and training standards, as well as the licensing of private security personnel, briefed the group on the standards that are now in effect for the personnel. Chief Kern then answered the various questions that the Committee had concerning his operation.

After discussion, the Committee moved to recommend that the full Commission take the following action:

- That the Commission support a legislative resolution directing the Department of Consumer Affairs to conduct a study of the adequacy of the current selection and training standards for private security personnel. This resolution would require the Department of Consumer Affairs to consult with POST and other named law enforcement groups in the conduct of this study.

It is envisioned that the resolution will be sponsored by one or more of the interested law enforcement professional organizations.

ADVISORY COMMITTEE MEMBER REPORTS

Calif. Police Chiefs' Assoc. - Ron Lowenberg reported that the California Chiefs' annual conference will be in Bakersfield on February 2-6, 1988. The issue of accreditation will be one of the agenda items.

California Highway Patrol - John Clements stated that the CHP is using POST's reading and writing test for selection. He announced that George Hargrave, Ph.D., Law Enforcement Psychologist, who has worked for both POST and the CHP, is retiring. Dr. Hargrave has been of outstanding assistance and has been very much appreciated.

Calif. Assoc. of Administration of Justice Educators - Derald Hunt reported that the Revised Criminal Justice Core Curriculum Project, funded by the Community College Chancellor's Office under Win Silva's auspices, is now completed. A 132-page bound report, including new course outlines, has been published and was shipped to Sacramento on January 25, 1988. CAAJE's annual conference is set for April 21-23, 1988 at the Amfac Hotel, San Francisco International Airport.

Community Colleges - Win Silva reported they had put out an RFP for their curriculum development project. He expressed concern over illiteracy in America and recommended reading the book "Cultural Literacy: What Every American Needs to Know".

Calif. Peace Officers' Association - Don Forkus reported that CPOA had an All Committee Conference in November and had a record attendance. There was a major effort to get the regionalization program underway. The next Executive Board meeting is in conjunction with the California Chiefs in the early part of February in Bakersfield. The CPOA President has appointed a task force to do a critical analysis of many of the training programs CPOA is involved in. The attendance at the sponsored programs is down and the analysis will address those things involved and will include course content and quality. CPOA has signed an agreement with California Police Chiefs' Association so that CPOA now provides staff support for the Cal Chiefs.

California Organization of Police and Sheriffs - Don Brown stated that COPS has introduced AB 1393, a bill to protect the home addresses of 830.1 peace officers and officers of the court. In the first week of January, the bill was moved out of Senate Judiciary. The COPS annual convention is scheduled in Sacramento, April 25-28, 1988. They are at the end of taking reservations for the Stress Reduction Seminar, Phase II, at Cabos San Lucas during the week of June 26, 1988.

California Association of Police Training Officers - Gary Wiley reported that CAPTO's fall conference will be held in Sacramento at the Hyatt Regency, October 19-21, 1988.

Public Representative - Carolyn Owens thanked staff for their help and support while chairing the Advisory Committee. She announced that Class 5 of the Command College will graduate on January 29, 1988 at Kellogg West, and that Class 9 was started in January, 1988.

Peace Officer Research Assoc. of Calif. - Bill Shinn reported that his two-year tenure as Legislative Director had ended, and he has been given the task of stabilizing PORAC's internal operation and to assist in developing a five-year legislative plan. PORAC is continuing to work on developing stronger relationships with different organizations. At the last PORAC conference, the current President, Larry Malmberg, was re-elected to serve another term.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 12:50.



Imogene Kauffman
Executive Secretary